Microsoft Office SharePoint 2007
User Guide

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OVERVIEW

SharePoint is a Web-based collaboration tool that facilitates information sharing and document collaboration. It provides you with a central location to share documents, information, announcements, Web links, and calendars.

The following features are fully supported and available to use:

- **Document Libraries**
  - Document Libraries are collections of files that you can collaborate and share with department or campus constituents. A document library is comprised of files and/or folders that are organized similarly to your computer's C: drive or a network file share. Your SharePoint site can have one or more document libraries. SharePoint is compatible with most document files; however, document libraries integrate best with either Office 2003 or 2007 documents.

- **Announcements**
  - Notify other SharePoint site users of important news, information, and events on the front page your SharePoint site.

- **Team Discussion**
  - Discussion boards provide a forum for conversing about topics that interest your team. Upon posting a discussion, other site users can reply to the discussion.

- **Calendar**
  - Create meetings, appointments, or track vacations and project schedules using the SharePoint 2007 calendar. Basic calendaring features are fully supported by CSUF IT division. Additional calendar features may be rolled out in future phases of the project.

- **Links**
  - Use links lists to post hyperlinks to Web pages of interest to your team. By default these will display on the homepage of your SharePoint site. You can also use links to create shortcuts to areas within your SharePoint site.

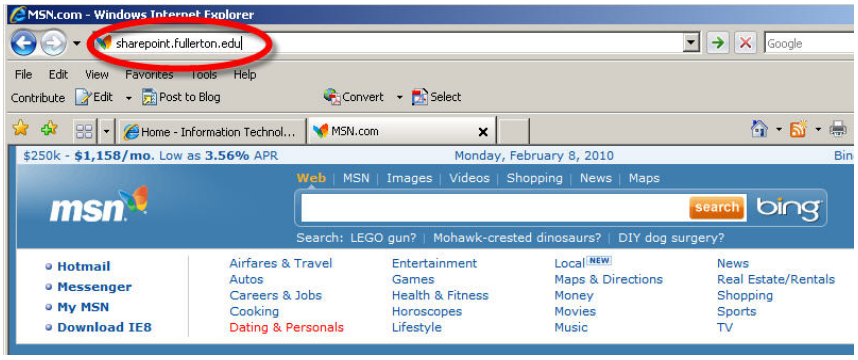
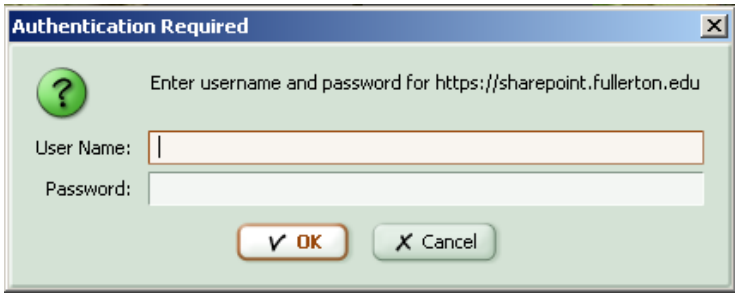
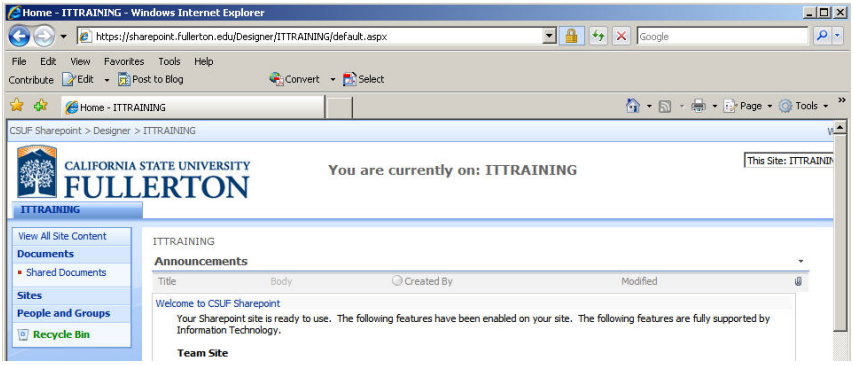
Additional features and functionality will be added to this list as it becomes available to users.

To view online tutorial, visit: http://www..fullerton.edu/ittraining/other/sharepoint/index.asp

Accessing SharePoint Site

SharePoint is a secure web based application that can be accessed from any location, on or off campus. To access SharePoint the following are required:

- An internet connection
- Campus credentials (campus username and password)

Processing Steps	Screen Shots
Step 1: Accessing SharePoint Launch the preferred browser as indicated. • PC – Internet Explorer • MAC - Firefox Then, type in the SharePoint web address.	
Step 1a: If prompted to login, enter your campus username and password.	
Step 2: SharePoint opens in the browser window. *MAC users must have MS Document Connection for all SharePoint features to work.*	

Document Library

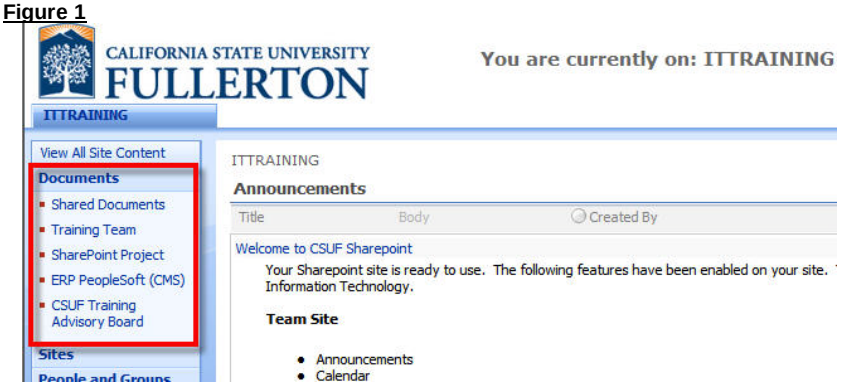
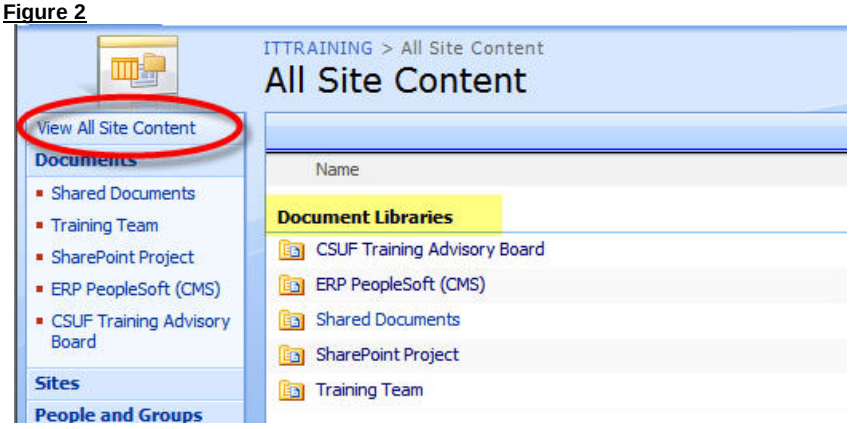
Document libraries contain collections of files, such as: documents, spreadsheets, presentations, and media files that can be shared or collaborated on electronically with other SharePoint site users. The current file size restriction for SharePoint is 25mb or less.

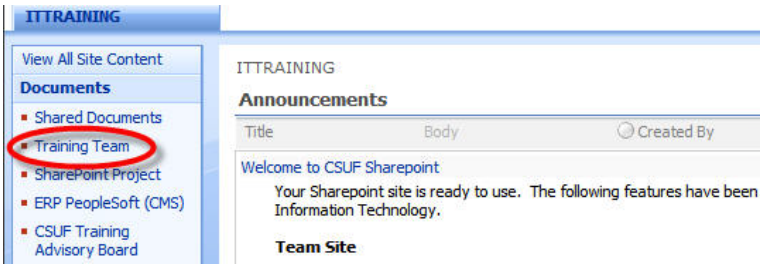
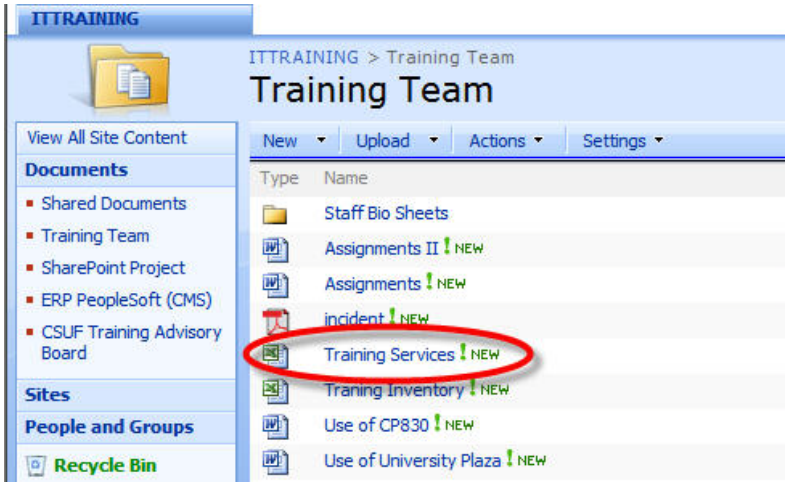
In this section learn to:

- View a File
- Upload File(s)
- Check Documents Out
- Edit a Document
- Check Documents In
- View Document Versioning
- Delete a File
- Change File Permissions

Viewing a File

Files in SharePoint can be opened in either 'read only' or 'edit' mode. This section of the guide will cover reviewing a document in read only mode. Editing will not be covered in this section.

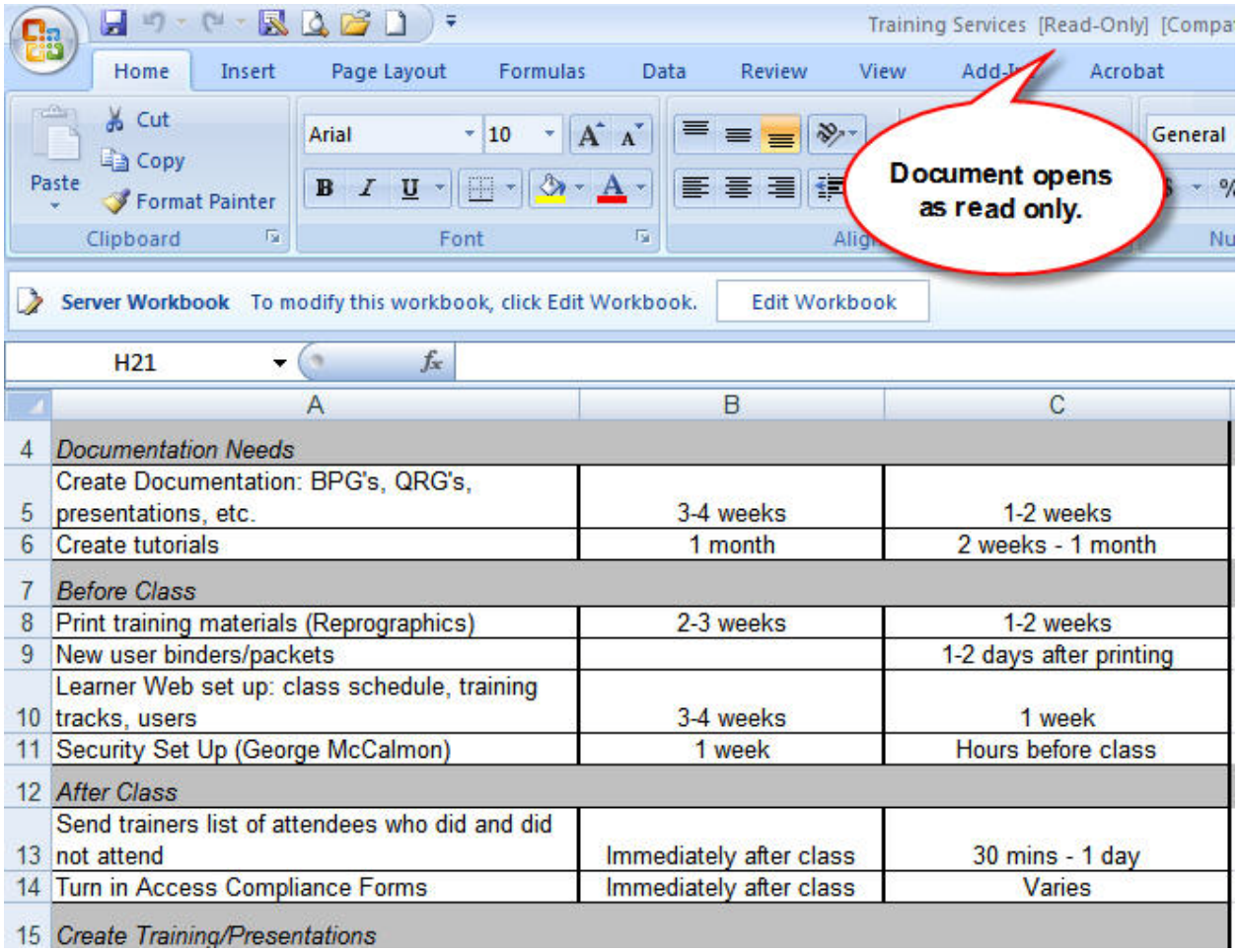
Processing Steps	Screen Shots
Step 1: Navigate to the appropriate document library using one of the following methods: • Quick Launch (Fig.1) • Site Content Page (Fig.2) To view and/or edit a document from SharePoint, access to the appropriate computer program is mandatory. For example, to open an Excel Spreadsheet the user must have MS Excel 2003 or 2007 to open the spreadsheet.	**Figure 1**  **Figure 2** 

Processing Steps	Screen Shots
Step 2: Select the appropriate document library.	
Step 3: The document library may contain either files and/or folders. To view a file click on the file name.	
Step 4: SharePoint will prompt you to open the file as either a “Read Only” or “Edit’. To view a file, select the “Read Only” mode and click OK.	

Screen Shot

Step 5:

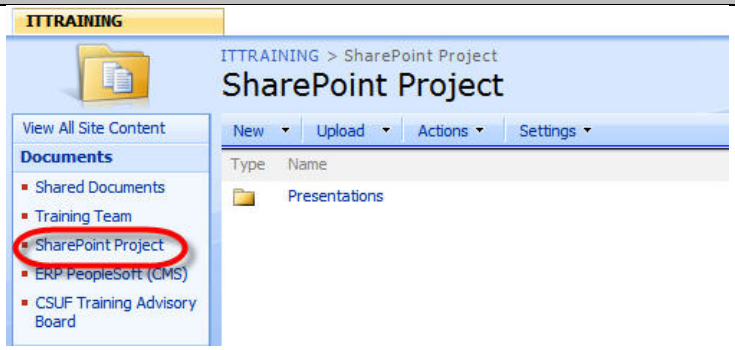
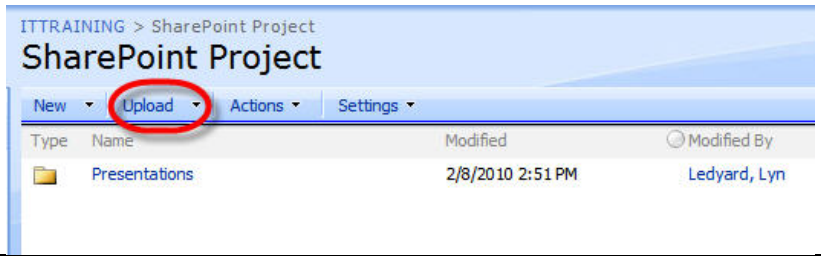
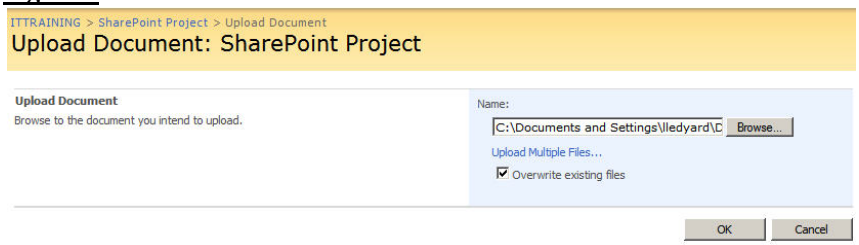
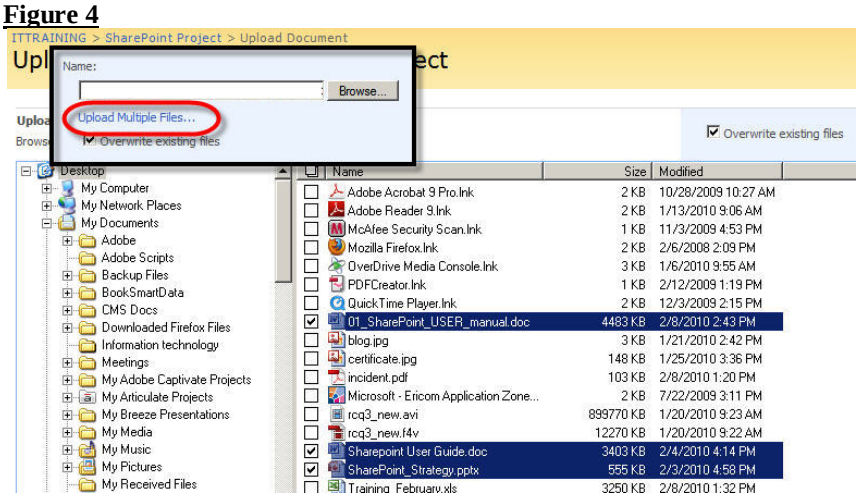
SharePoint opens the *Read-Only* file using the appropriate program. After reviewing the document close the application as normal; no changes will be applied to the file.

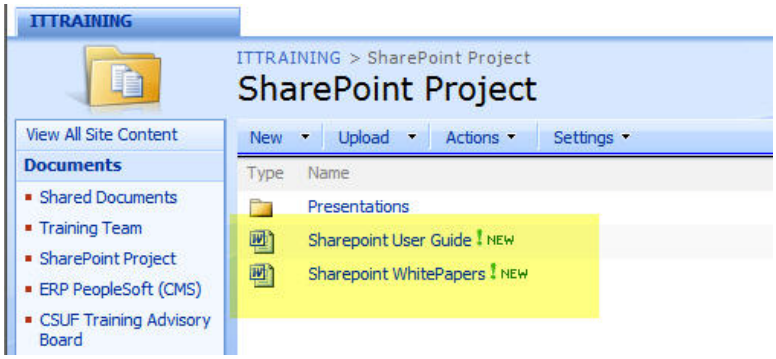
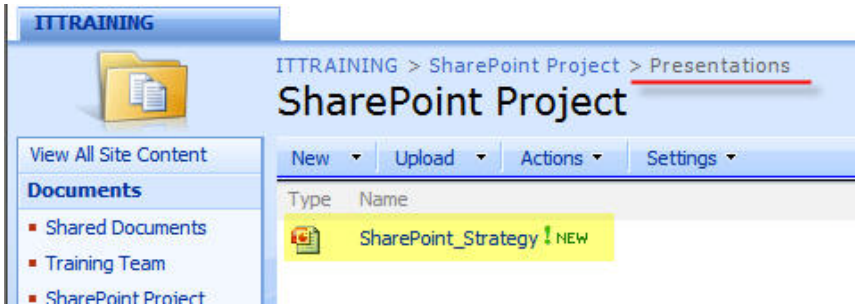


SharePoint is compatible with most programs, including: MS Office 2003/2007, MS Project, Adobe PDF, Image files (jpg, bmp, png), Small Audio/Video files, etc.

Uploading File(s)

There are two common methods used to upload files to the SharePoint site: single file upload or multiple file upload. This section of the guide will demonstrate both ways to upload a file.

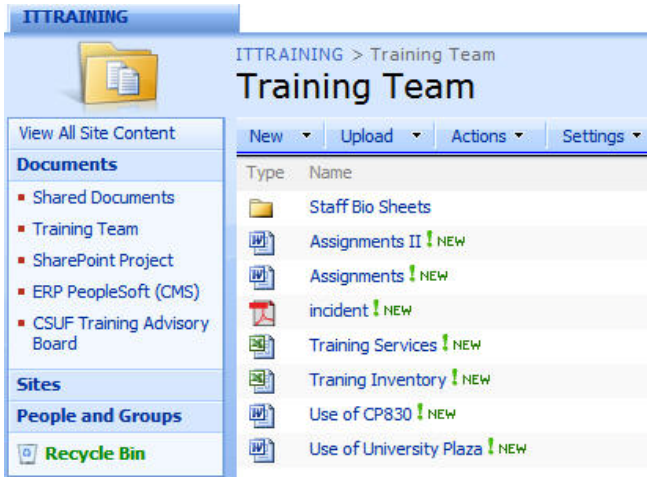
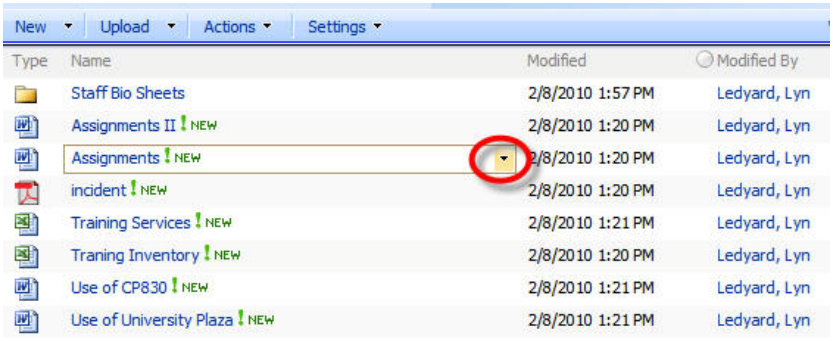
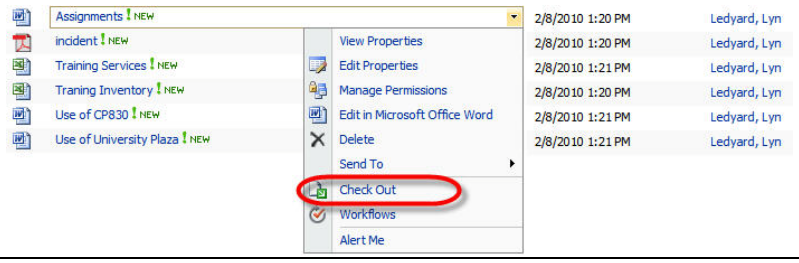
Processing Steps	Screen Shots
Step 1: Choose the document library where the file will be uploaded. *Files can be uploaded to the document library or to a folder within the document library.*	
Step 2: After determining the file's location, select Upload.	
Step 3: Next, upload the file(s) using one of the following options: • Single File Upload (Fig.3) • Multiple File Upload (Fig.4) Select OK to upload the selected file(s). *Overwrite existing files will create a new version if the document already exists on SharePoint.* *Un-checking existing files will create another instance of the file on SharePoint if one already exists.*	**Figure 3**  **Figure 4** 

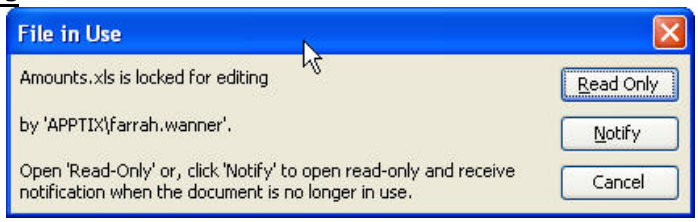
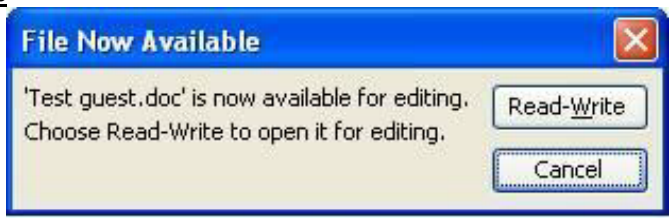
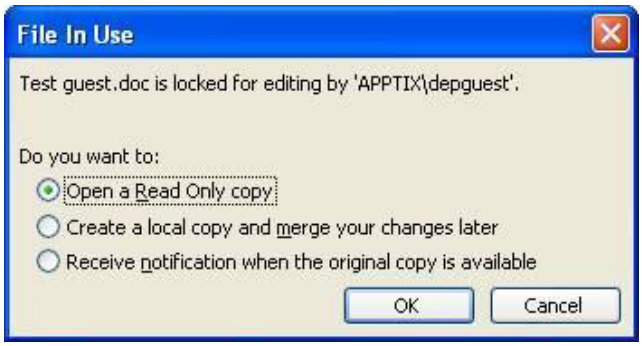
Processing Steps	Screen Shots
Step 4: The file(s) appear in the document library.	
Step 4a: File(s) uploaded to a folder within a document library appear in the appropriate folder.	

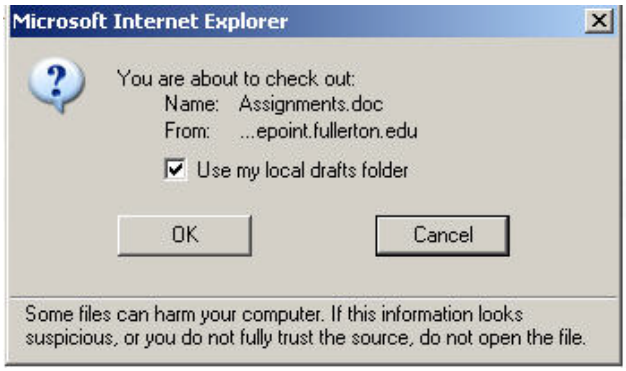
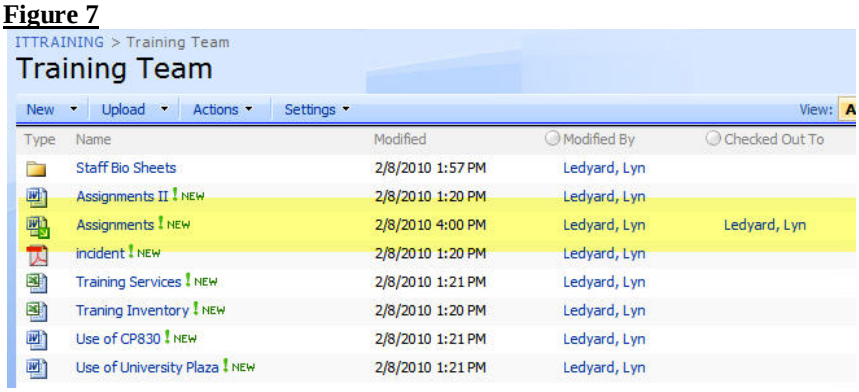
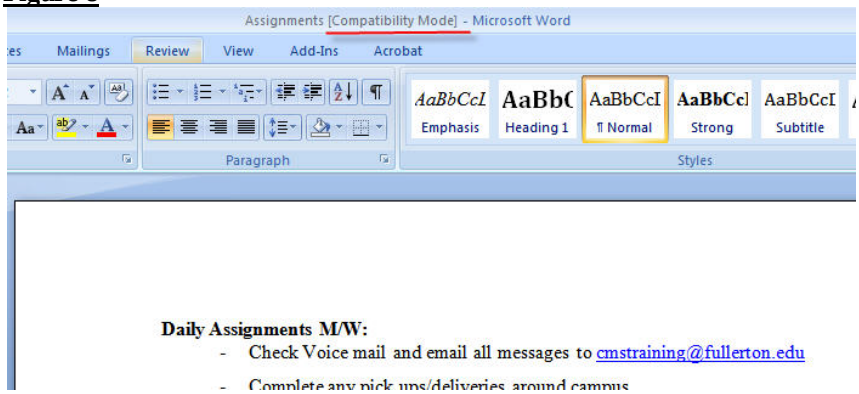
Check Document Out

Some shared folders or document libraries require that you check out a file to work on it and then check it back in when your changes are complete. Checking out the file ensures that others cannot make changes to the document while you're editing it.

Document check out
When you check out a document, other users cannot edit the document or see your changes to the document. If you later decide to check in the document without saving your changes, you can use the **Discard changes and undo check out** option. You lose any changes made while you checked out the document. The document reverts to the last checked-in version, and no version history is kept for the unsaved changes.

Processing Steps	Screen Shots
Step 1: The best practices for SharePoint and editing require a user to check out the document. First, locate the document on the SharePoint site.	
Step 2: Next, select the drop down arrow next to the appropriate file or document.	
Step 3: Then, select the “Check Out” option.	

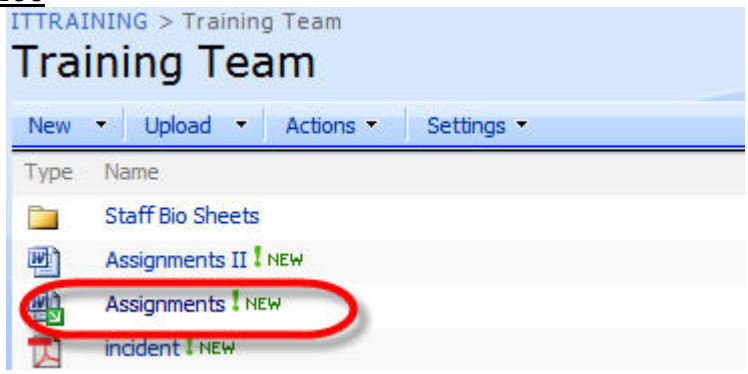
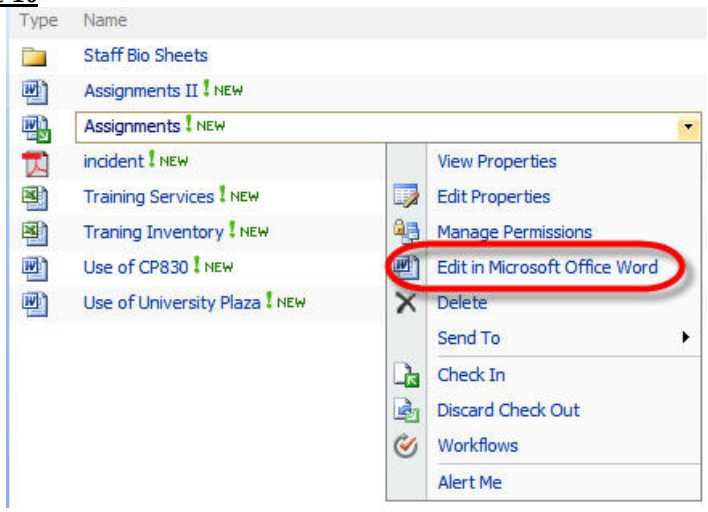
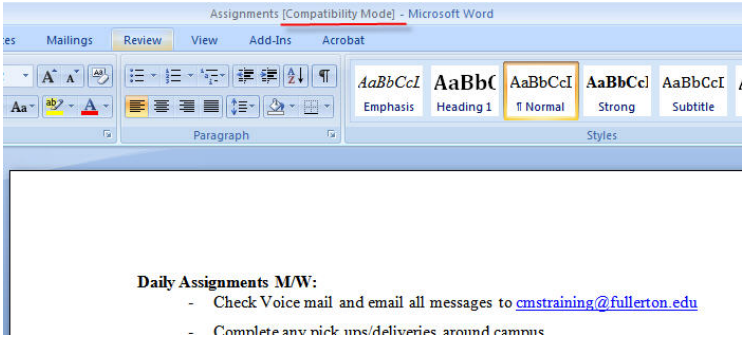
Processing Steps	Screen Shots
Step 3a: If you try to open an Excel document that is already checked out, you will receive the following Dialogue window (Fig. 5) 1. **READ ONLY**: Opens a **Read Only** copy – you will not be able to edit and/or save changes to the document. 2. **NOTIFY**: This will open a **Read Only** copy. However, if the document is checked in while you still have it open, a message will appear indicating the document is now available for editing (Fig. 6). Click on **Read-Write** which will allow you to edit and save the changes. **3.** **CANCEL**: Will not open the document for editing	**Figure 5**  **Figure 6** 
Step 3b: If you try to open a Word document that is already checked out, you will receive the following dialogue box indicating that This file is locked for editing. 1. **READ ONLY: Opens a Read Only copy**. You will not be able to edit and save changes to the document. 2. **LOCAL COPY: Creates a local copy and will merge your changes later**. Same as Option One; acts as **Read Only.** 3. **NOTIFY: Receive notification when the original copy is available –** This will open a **Read Only** copy. If the document is checked in while you still have it open, a message will appear indicating the document **is now available for editing**. Click on **Read-Write**. This will allow you to edit and save the changes to the document.	

Processing Steps	Screen Shots
Step 4: While checked out, SharePoint will save document changes to your local drafts folder until the document is checked in. To save document changes directly to the SharePoint server, uncheck this option.	
Step 5: The document is now checked out and unavailable for editing by other SharePoint users. (Fig. 7) Next, open the document. The document opens in Compatibility mode for editing. (Fig. 8) Review Editing a Document for instructions. When the necessary edits are complete, check the document in.	**Figure 7**  **Figure 8** 

Editing a Document

Depending on how the document library is set up, you may be required to check out a file before you edit it, which prevents other people from changing the file at the same time. If someone else has checked out the file, you cannot edit it.

If you do not check out a file before you edit it, someone else could edit the file while you are working on it. When two or more people work on a file at the same time, it is possible to accidentally overwrite each other's changes.

Processing Steps	Screen Shots
Step 1: After checking out a document, open the document: • Click the document link name (Fig. 9) • Use the drop down menu (Fig. 10) To view and/or edit a document from SharePoint, access to the appropriate computer program is mandatory.	**Figure 9**  **Figure 10** 
Step 2: The document will open in the appropriate computer program. Make the necessary edits to the document. The document and applicable changes become available on SharePoint after the document is checked in.	

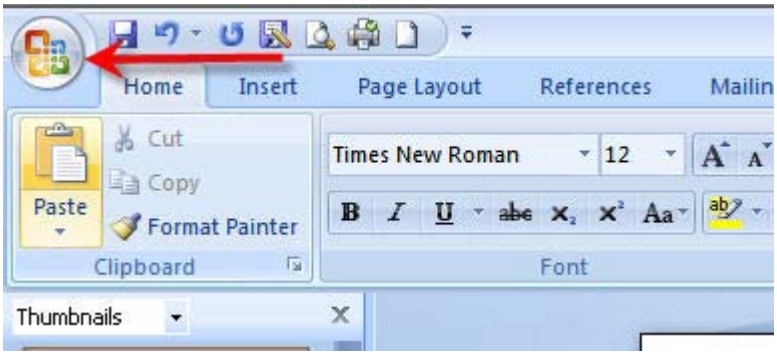
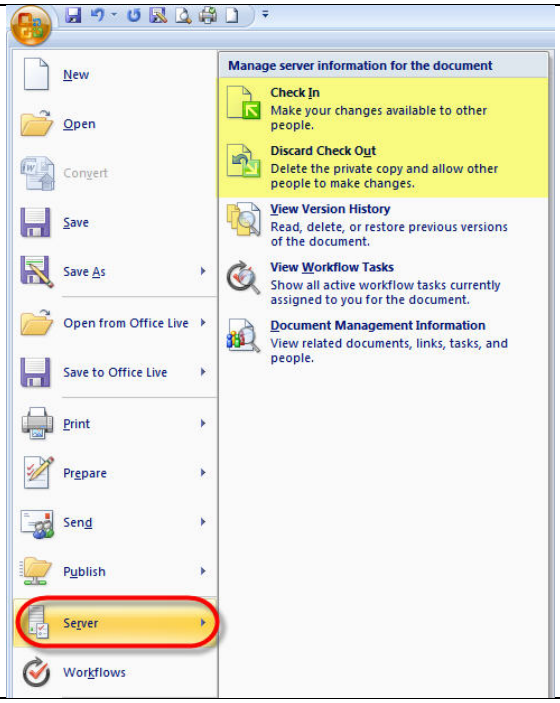
Check Documents In

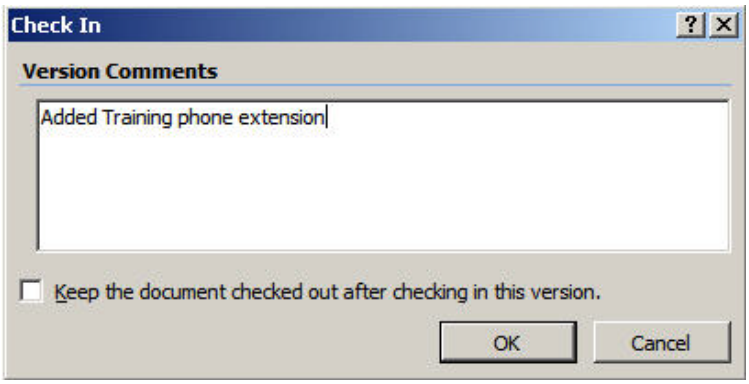
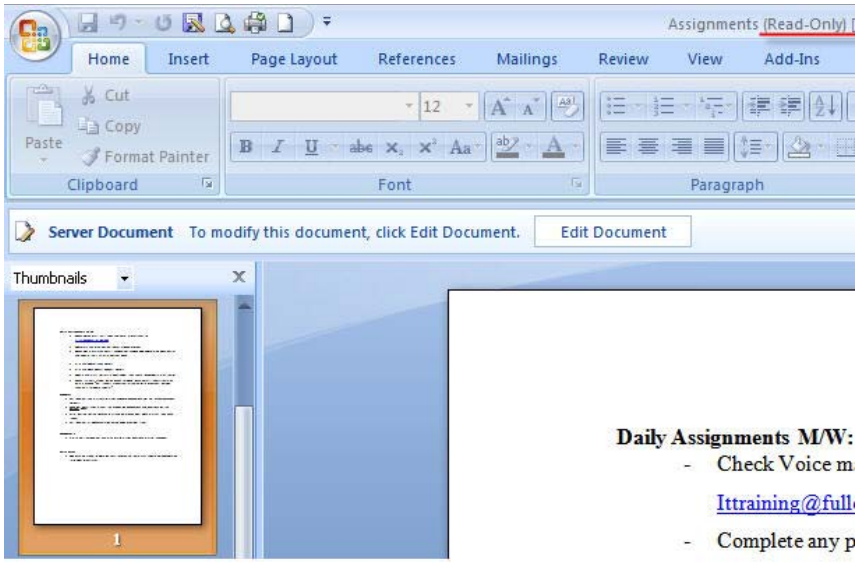
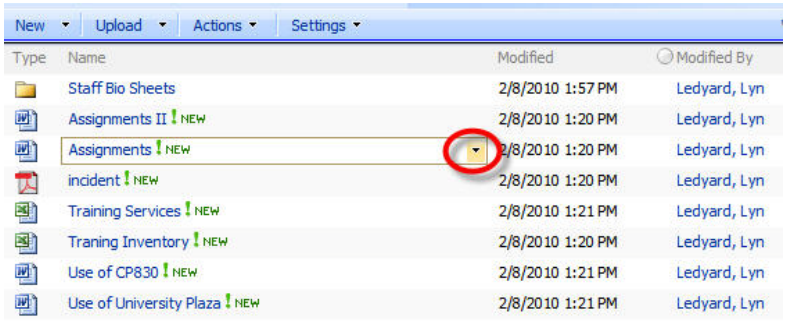
Document check in
When you check in a document, other users with access to the document library can see and edit the document. Additionally, your changes to the document are visible to those users. You have the following options when checking in a document:

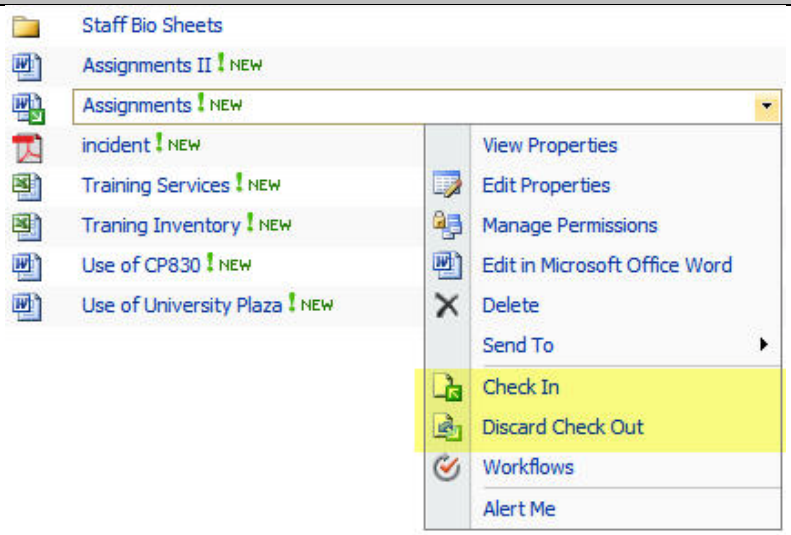
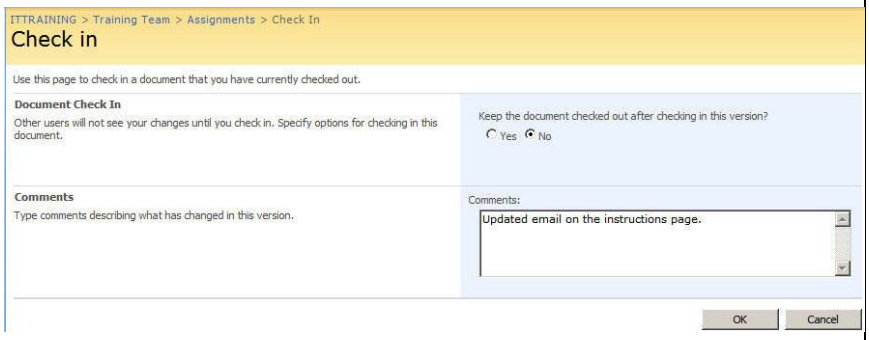
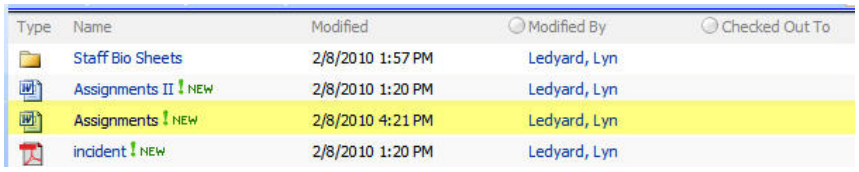
- Check in document
- Check in changes saved to this document, but keep the document checked out
- Discard changes and undo check out

There are two ways to check in a document:

1. From Computer Program/Application
2. From the SharePoint site

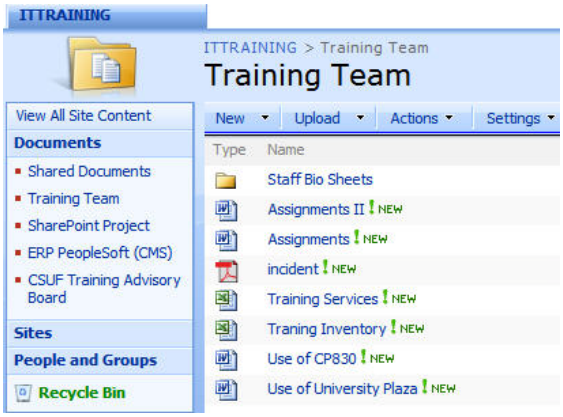
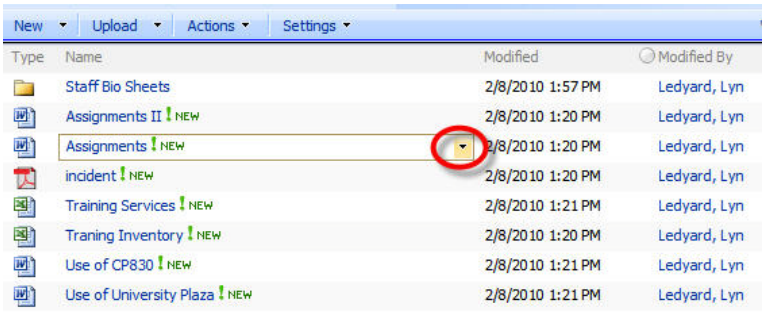
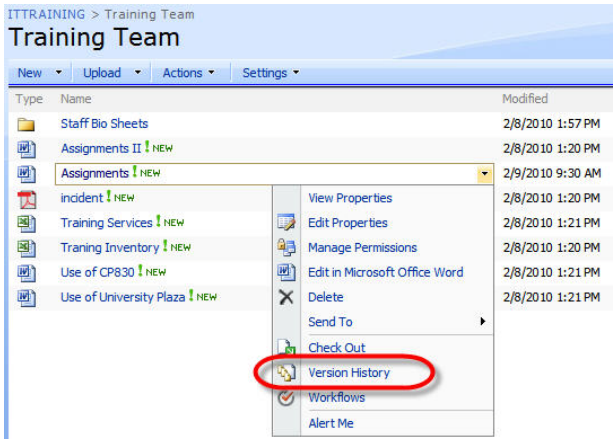
Processing Steps	Screen Shots
Step 1: **Check In a Document from the Program/Application** After saving the necessary edits to the document, select the office button.	
Step 2: Next, select the 'Server' option and choose one of the following options: • Check In – changes made will appear on SharePoint. Other people can access the document again. • Discard Check Out – changes made will be discarded. The document will revert back to the previous version. Other people can access the document again.	

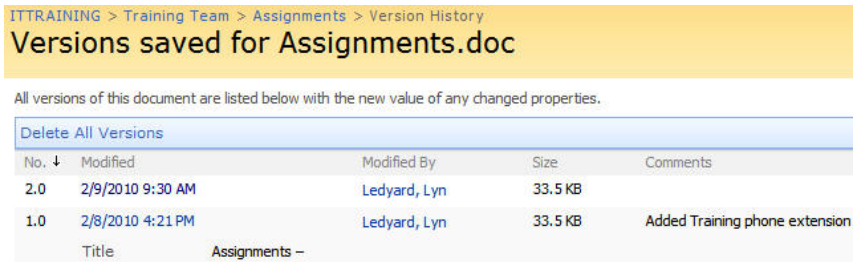
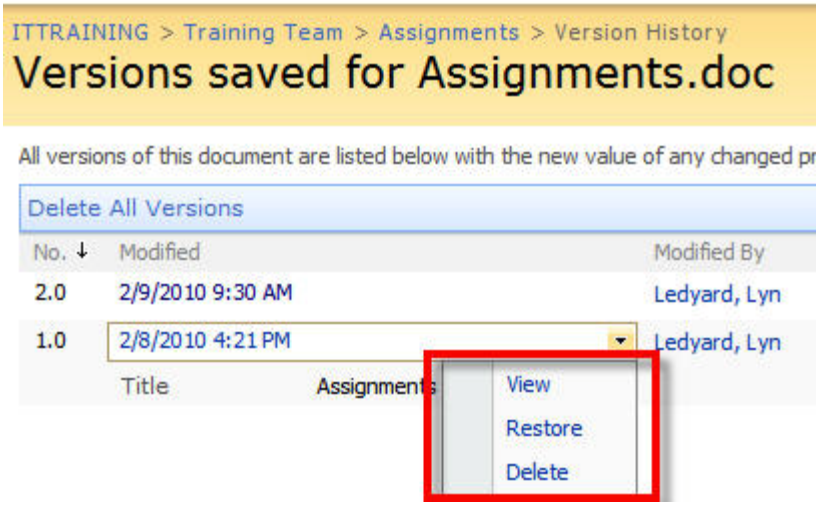
Processing Steps	Screen Shots
Step 3: SharePoint will prompt you for version comments. Version comments provide information about the document changes. Enter any comments regarding your edits.	
Step 4: The document is checked in. SharePoint and now available to others for editing. The document remains open but reverts to 'read only' mode.	
Optional **Check In a Document from SharePoint** **Step 1:** Documents can also be checked in from the SharePoint site. Select the drop down arrow next to the document that needs to be checked in.	

Processing Steps	Screen Shots
Step 2: Then, select one of the following options: • Check In – changes made will appear on SharePoint. Other people can access the document again. • Discard Check Out – changes made will be discarded. The document will revert back to the previous version. Other people can access the document again.	
Step 3: SharePoint will prompt you for version comments. Version comments provide information about the document changes. Enter any comments regarding your edits. Then, select OK.	
Step 4: The document is checked in and now available to others for editing.	

Viewing Document Version History

Versioning enables you to store, track, and restore items in a list and files in a library as they are changed. This enables you to better manage content as it is revised and even to restore a previous version if necessary. Versioning is especially helpful when several people work together on projects, or when information goes through several stages of development and review.

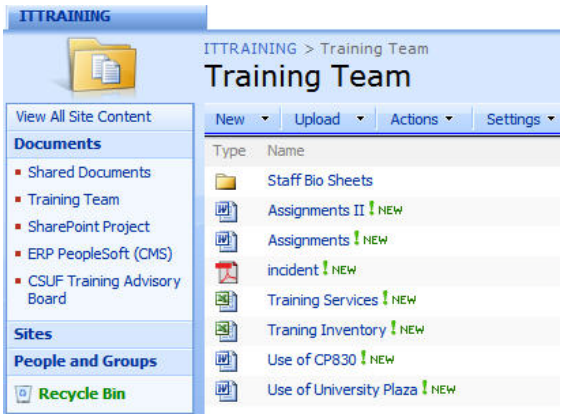
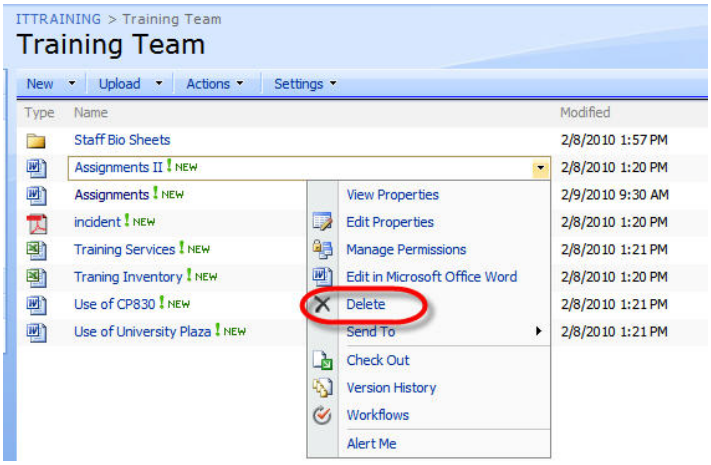
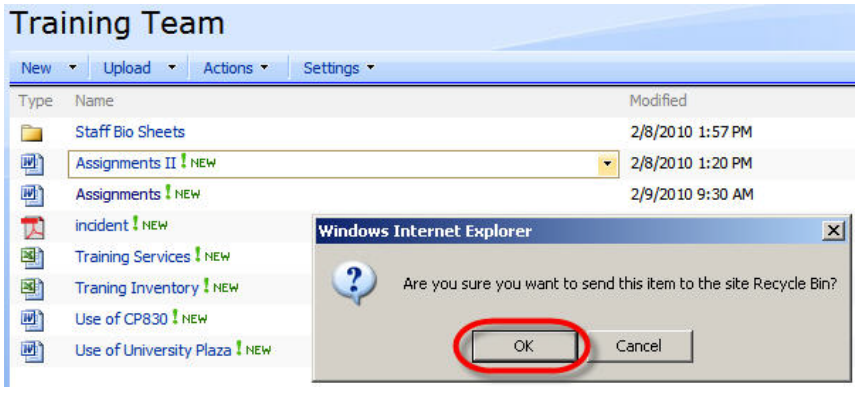
Processing Steps	Screen Shots
Step 1: To view a file's version history, first locate the document on the SharePoint site.	
Step 2: Next, select the drop down arrow next to the appropriate file or document.	
Step 3: Then, select Version History.	

Processing Steps	Screen Shots
Step 4: The version history for the document is displayed: • Version Number • Modified Date/Tim • Modified By • File Size • Version comments (if entered)	
Step 5: The drop down menu provides additional options: • View – view a previous version of the document as read only. • Restore – revert back to a previous document version. The current file is replaced but is still available in the version history. • Delete – Delete one or all versions of a document. *When deleting a version from history, other version numbers remain the same.*	

Delete a File

There may be times when it's necessary to remove a file from the SharePoint site. This section will demonstrate how to delete a file from a SharePoint document library.

Depending upon your level of access, you may be able to only delete items belonging to you.

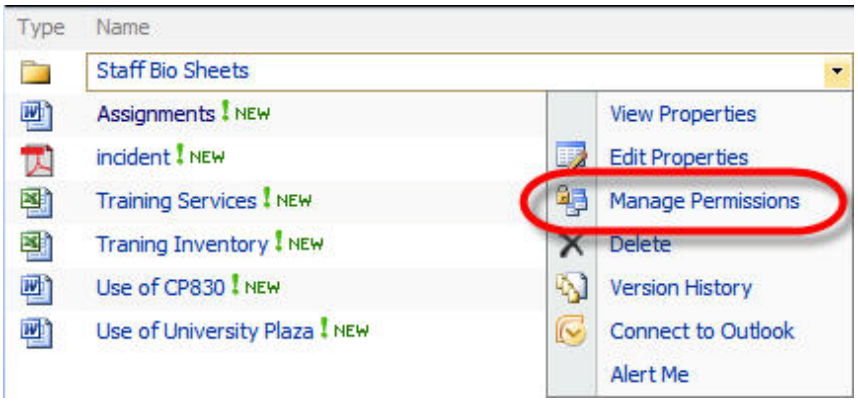
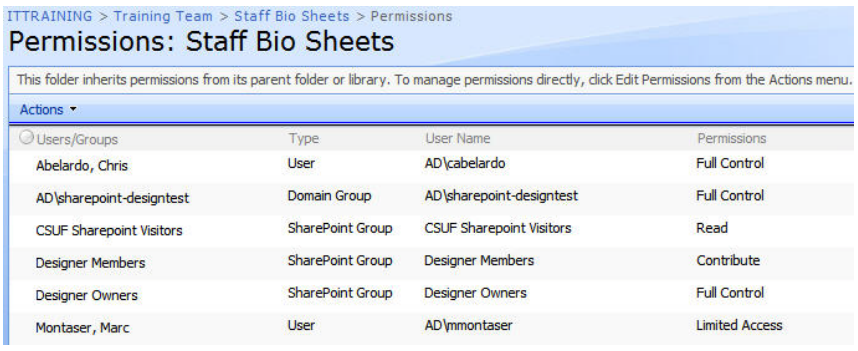
Processing Steps	Screen Shots
Step 1: To delete a file, first locate the document on the SharePoint site.	
Step 2: Using the drop down menu select Delete.	
Step 3: Next, Internet Explorer will confirm the file deletion. Click OK to continue and the file will be removed from the SharePoint site, or Click Cancel to cancel the file deletion.	

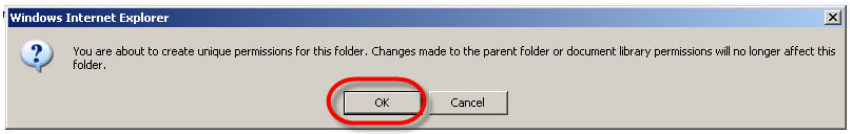
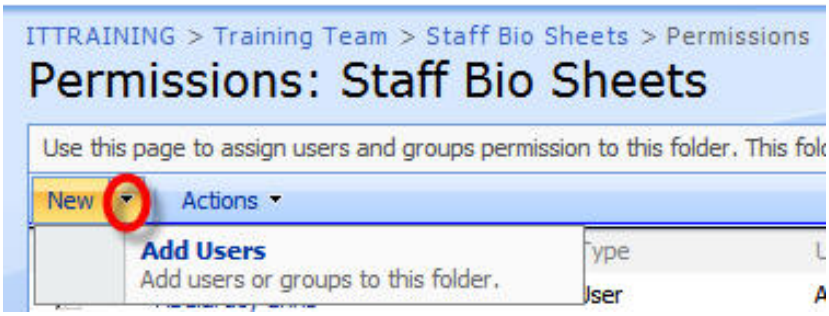
Processing Steps	Screen Shots
Step 4: The file and all version history are removed from SharePoint for all SharePoint site users.	

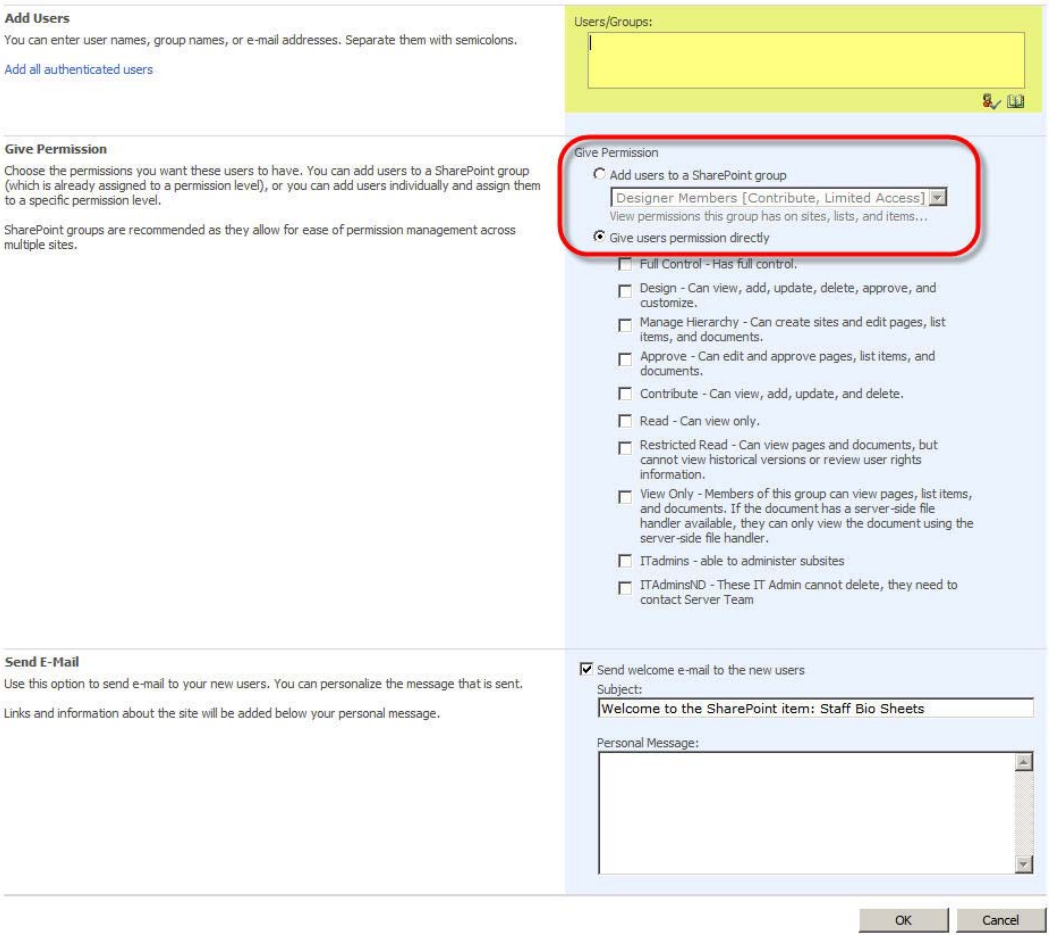
Change File Permissions

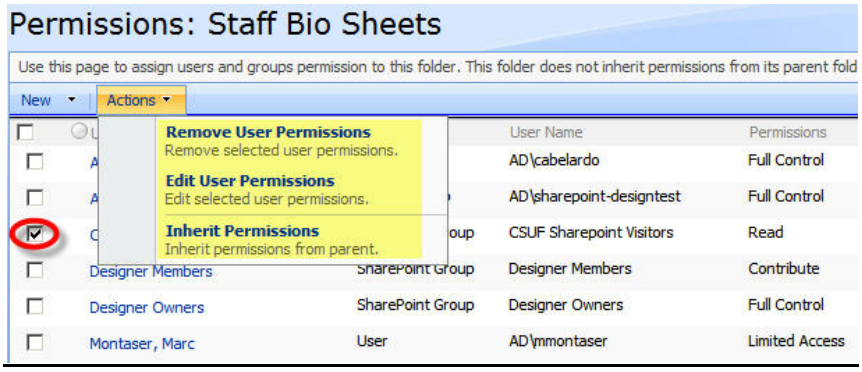
Microsoft Windows SharePoint Services provides the ability to control permissions down to the document level. If you have sensitive information stored in a document or folder, and you do not want to expose the information to all members of a site, you can specify permissions for the folder/document. You can grant or revoke permissions to a document library, folder, or document by: individual users, by groups of users, or by site group.

Managing permissions at the document level is cumbersome and should be avoided when possible. Depending upon your level of access, you may be able to only manage permissions for items belonging to you.

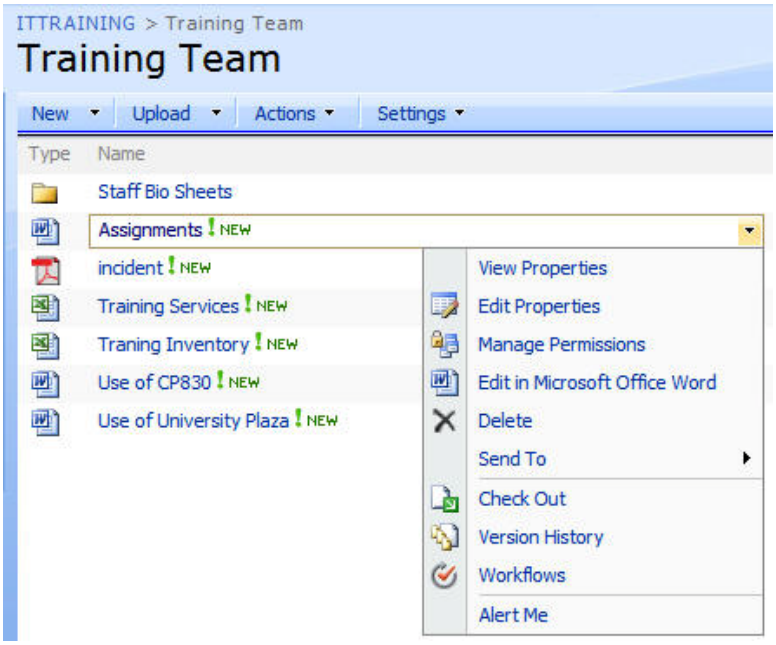
Processing Steps	Screen Shots
Step 1: To modify a folder or document's permissions, locate the document on the SharePoint site.	
Step 2: From the drop down menu, select Manage Permissions.	
Step 3: The permissions for the document/folder are displayed.	

Processing Steps	Screen Shots
Step 4: Select the Actions drop down to modify the folder or document permissions. Depending upon your level of access you will not be able to modify permission at the parent level. Select Edit Permissions.	
Step 5: SharePoint will verify you want to create unique permissions for the folder or document. This means any changes to at the document library level will not apply to your folder/document. Click OK to continue.	
Step 6: Add Users To allow additional SharePoint site users to see the folder or document, select Add Users from the New drop down menu item.	

Screen Shot
Step 7: Enter the person's campus username in the User/Groups area. Then, specify the permissions the user(s) should have under the Give Permission section.      Then click, OK. SharePoint auto generates a welcome email for the user(s). To disable this feature, uncheck the Send welcome e-mail to the new users box.

Processing Steps	Screen Shots
Step 8: Remove Users To remove or modify a person's permission to the document or folder, select the user from the list. Then, using the Actions either remove or edit the user's permissions.	

Additional Document Options



- **View Properties** – Displays all available information about the document.
- **Edit Properties** – Displays a page where you can modify the document's name or title.
- **Edit in Microsoft Office** – Opens the document for editing in Microsoft Office.
- **Delete** – Deletes the document from the document library.
- **Check-In/Check-Out** – Prevents anyone but you from updating the document (after you select this option, it changes to Check In).
- **Version History** – Displays a history of updates to the document.
- **Alert Me** – The Alert feature of a Team Site sends e-mail notifications to interested team members whenever another member changes some aspect of the selected file.
- **Discuss** – Displays the document, including comments from other team members, and a toolbar that you can use to make comments yourself.
- **Create Document Workspace** – Creates a specialized SharePoint site for the sole purpose of organizing material related to the current document. This option is only available if your account is assigned to the Contributor or Administrator group.

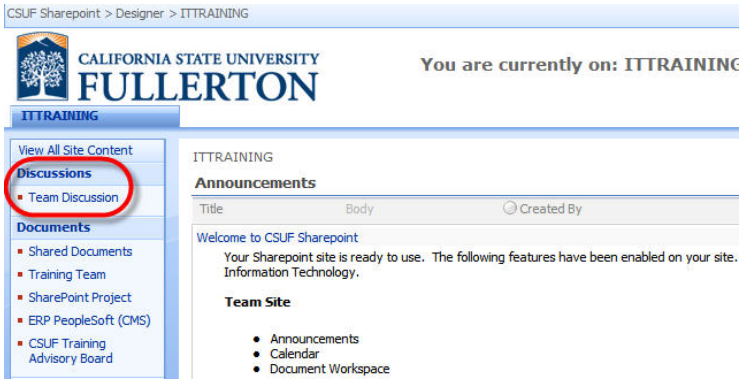
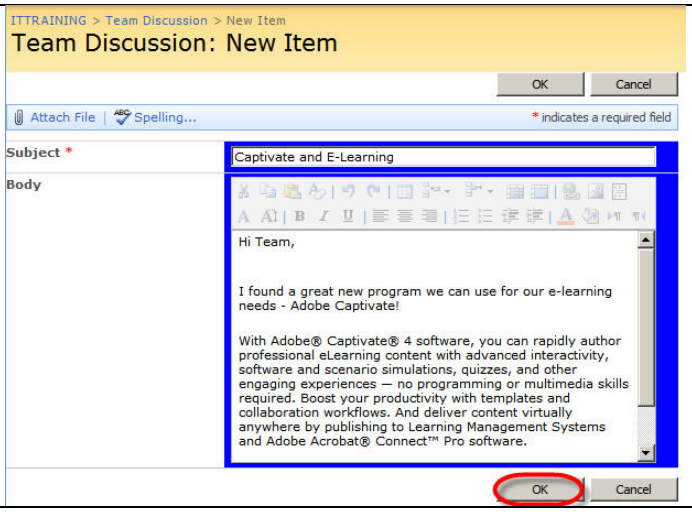
Team Discussions

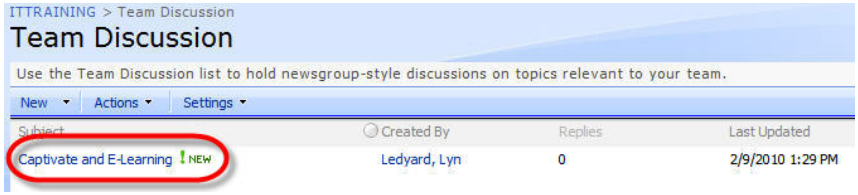
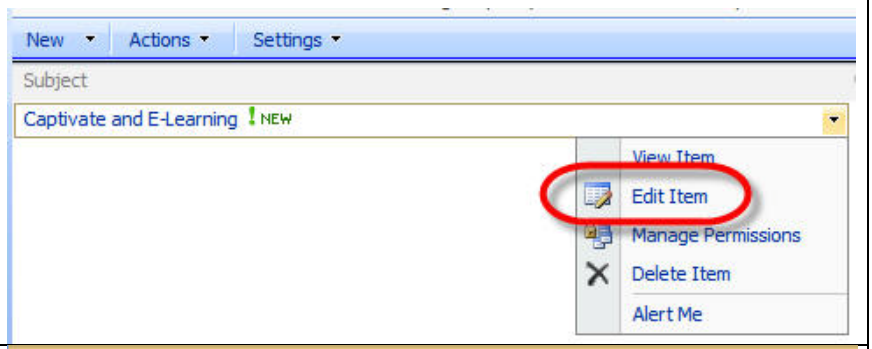
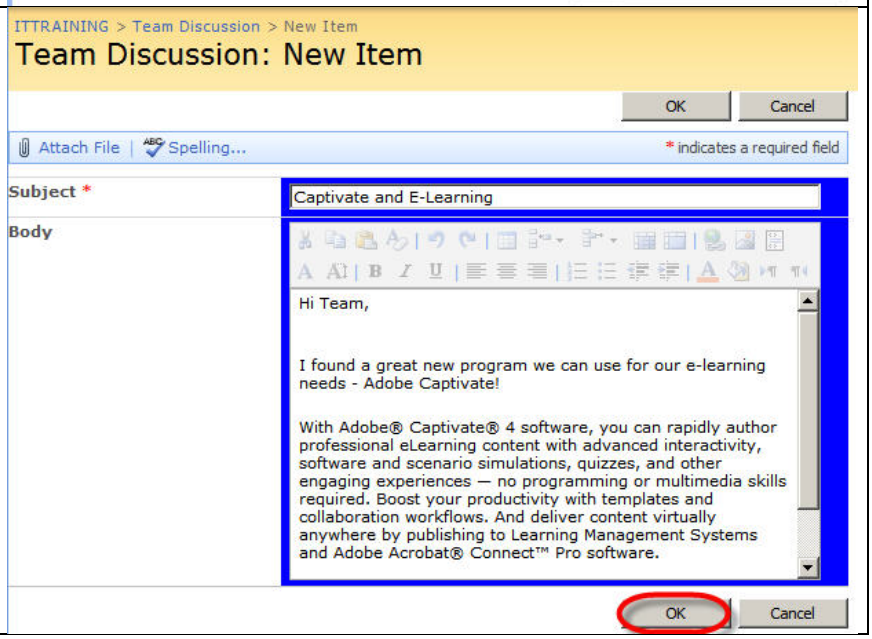
Discussion boards provide a forum for conversing about topics that interest your team. Each discussion board appears on a page that includes buttons for starting new discussions, sorting and filtering discussions, switching to a different view of the discussion board, and changing the design of the discussion board. You can create alerts so that you are notified of changes to the discussion board.

You can view discussion comments in either flat or threaded view. Flat view displays all comments in the order in which they were created. Threaded view lets you view comments by conversation. All messages that are part of the same conversation thread appear together in the order in which they were created.

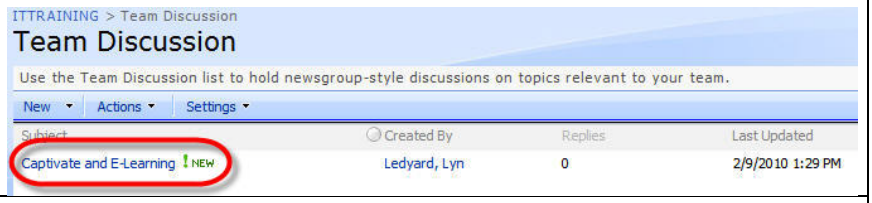
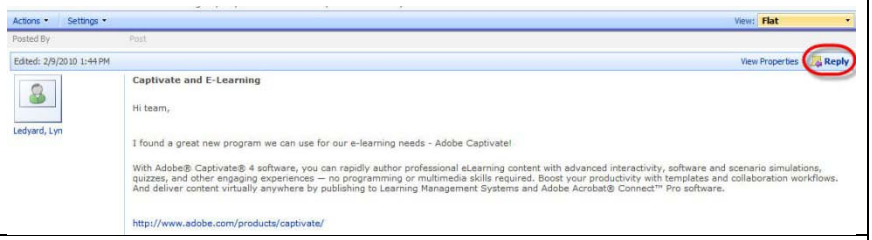
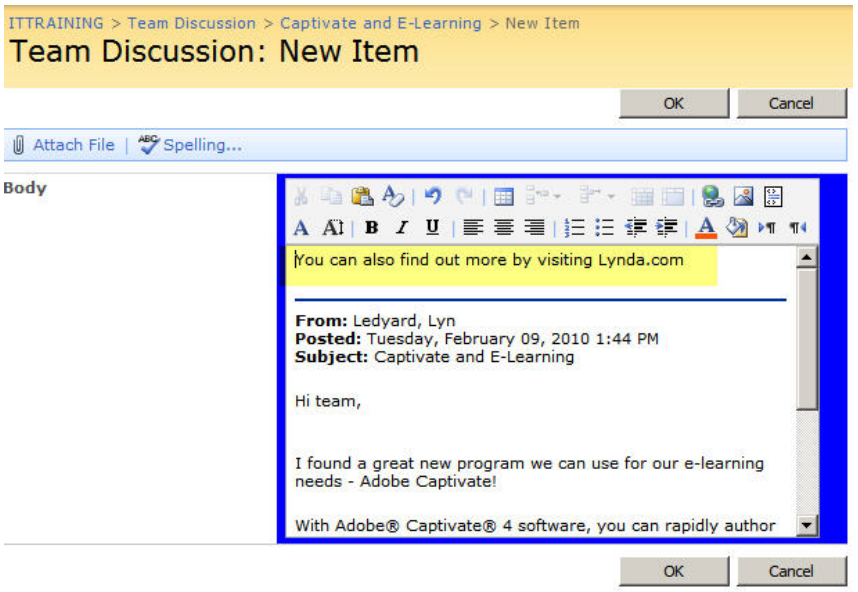
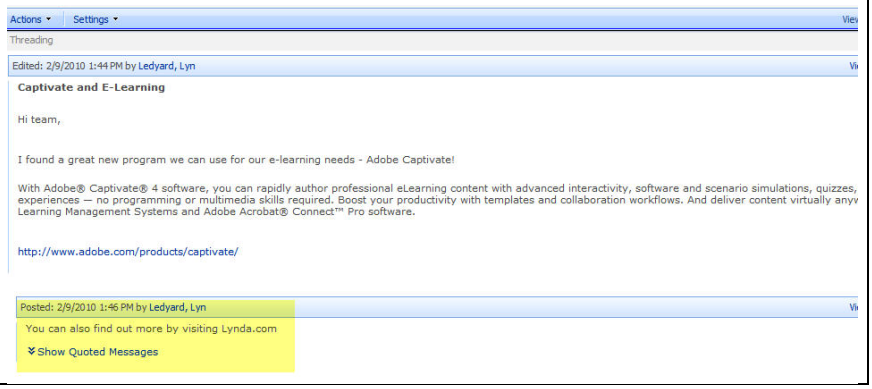
In this section learn how to: Create/Edit a Discussion, Reply to a Discussion, Delete a Discussion

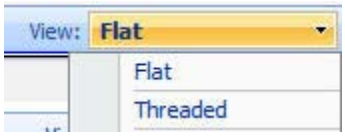
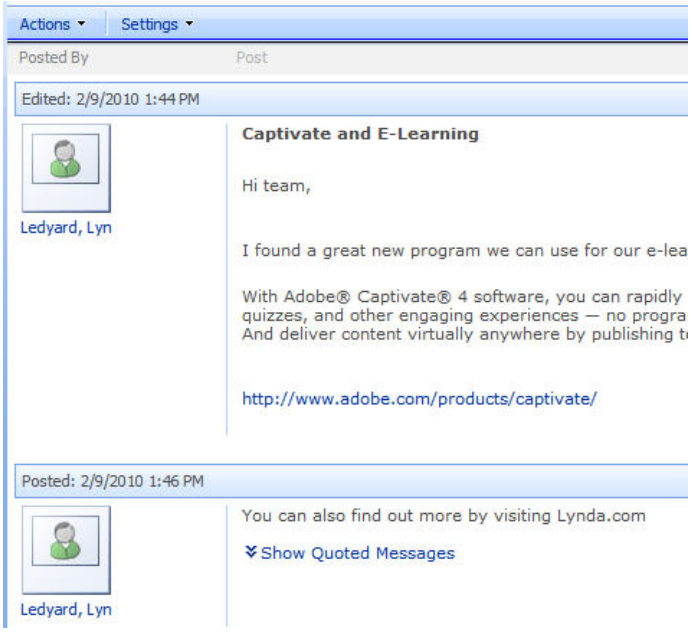
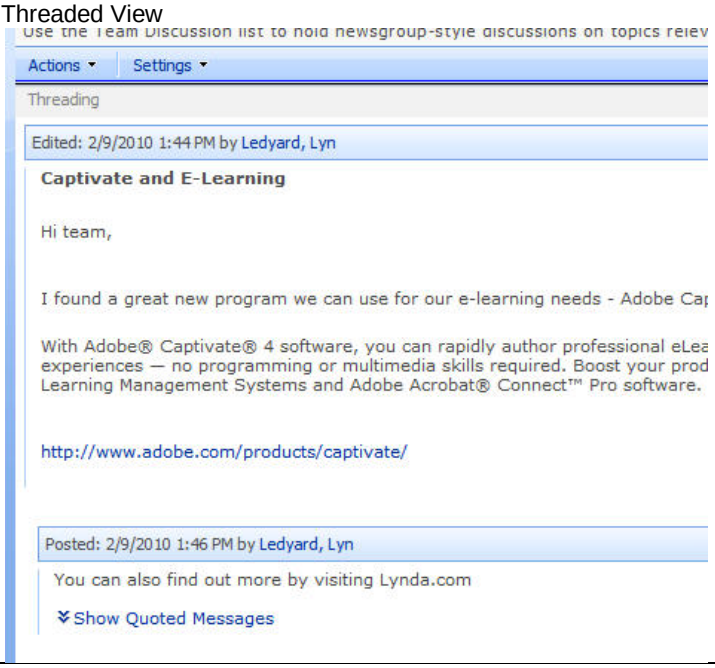
Create/Edit a Discussion

Processing Steps	Screen Shots
Step 1: **Create a Discussion** From the SharePoint site, locate the Discussion in the quick launch panel.	
Step 2: To create a new discussion, select Discussion from the “New” drop down menu.	
Step 3: Enter the subject and main body for the discussion. Then, click OK.	

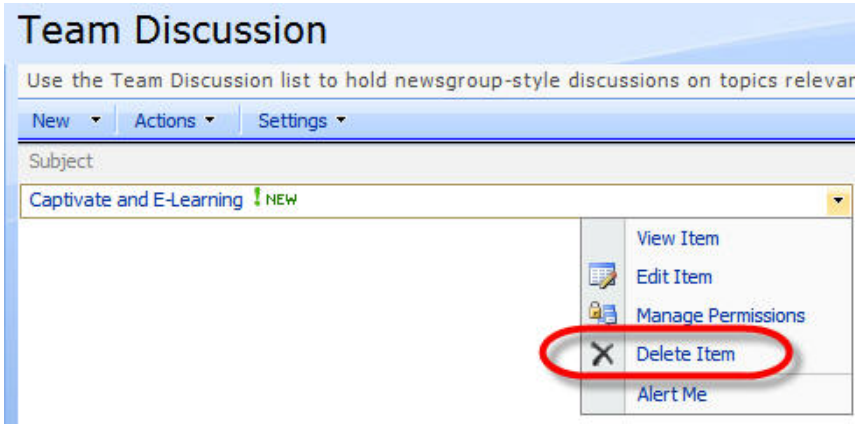
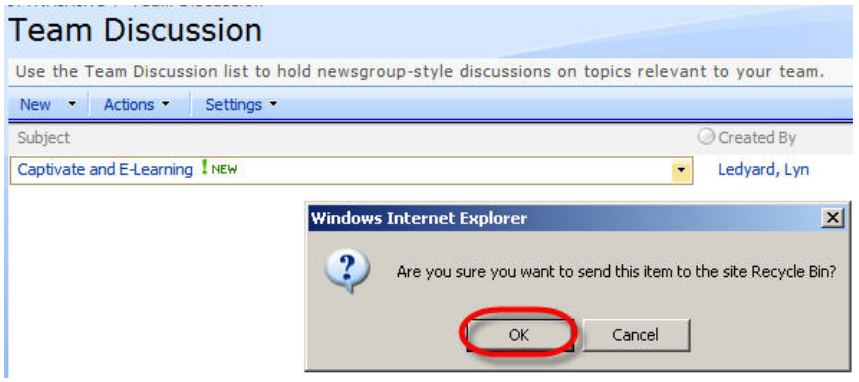
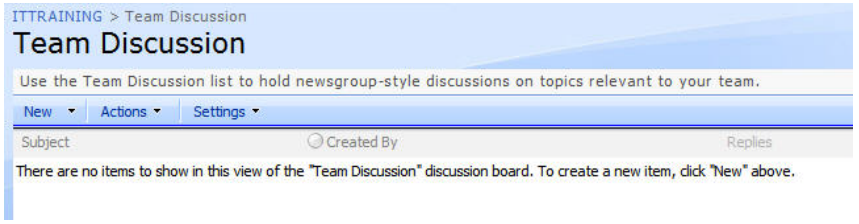
Processing Steps	Screen Shots
Step 4: The discussion is posted to the team discussion board.	
Step 5: **Edit a Discussion** Depending upon your access, you may not be able to edit another person's discussions. To edit a discussion, select "Edit Item" from the discussion drop down menu.	
Step 6: Edit the discussion as necessary. Then, click OK to save the changes to the discussion.	

Reply to a Discussion

Processing Steps	Screen Shots
Step 1: To post a discussion reply, select the appropriate discussion hyperlink.	
Step 2: Then, select Reply.	
Step 3: Enter your response in the text box. Then, click OK.	
Step 4: The reply now appears in the discussion thread.	

Processing Steps	Screen Shots
Step 4a: Discussions can be viewed in either a flat or threaded view.  Choose the view you prefer.	Flat View  Threaded View 

Delete a Discussion

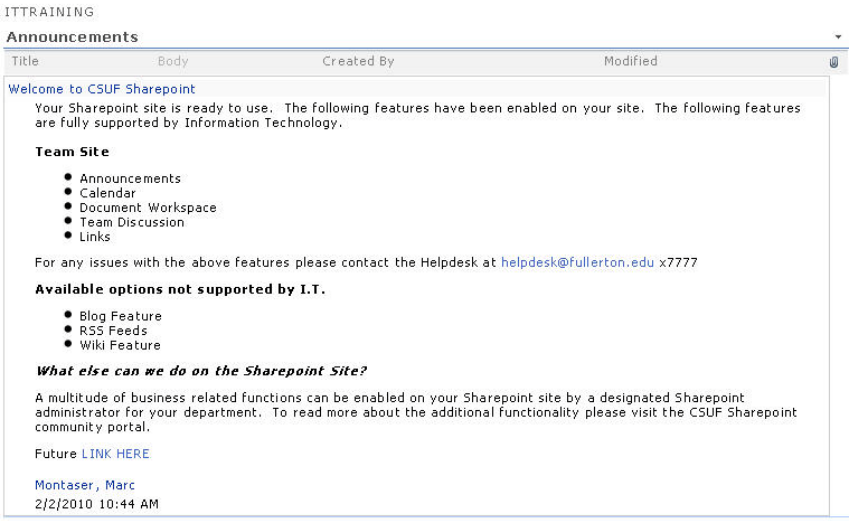
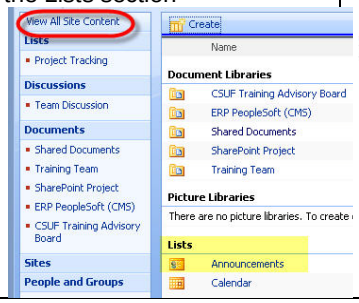
Processing Steps	Screen Shots
Step 1: Depending upon your access, you may not be able to delete another person's discussions. To delete a discussion, locate the discussion in the Team Discussion section. Using the drop down menu, select Delete.	
Step 2: Next, click OK to confirm the discussion deletion.	
Step 3: The discussion, replies, and all history are removed from the discussion area on SharePoint.	

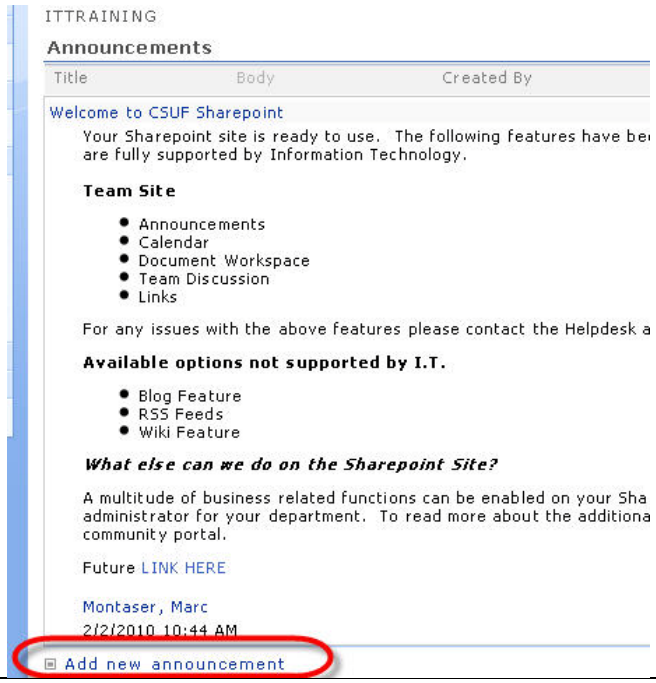
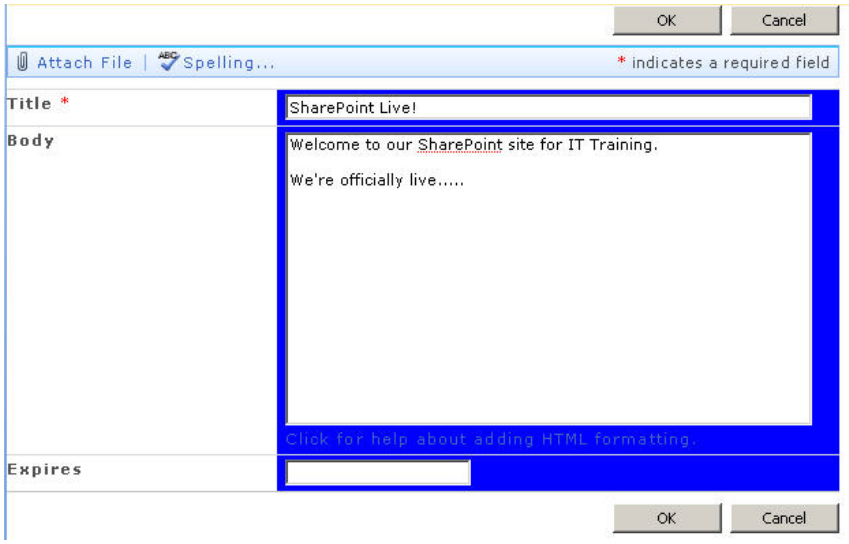
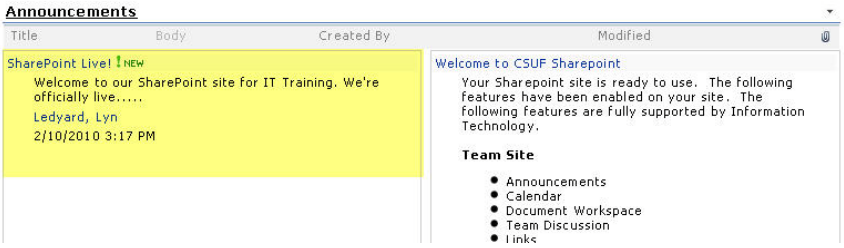
Announcements

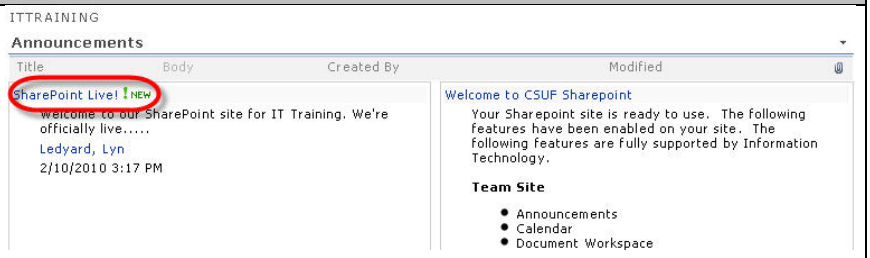
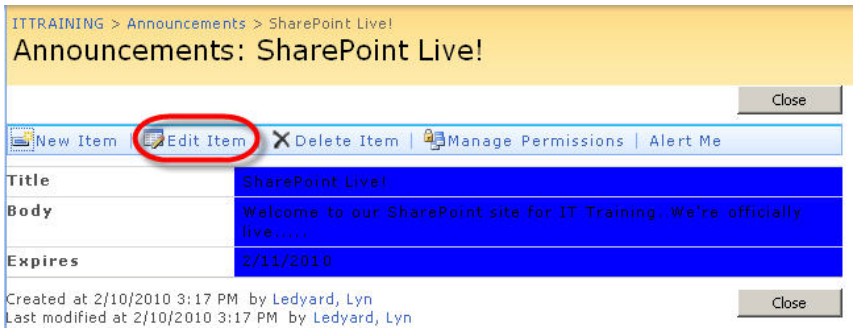
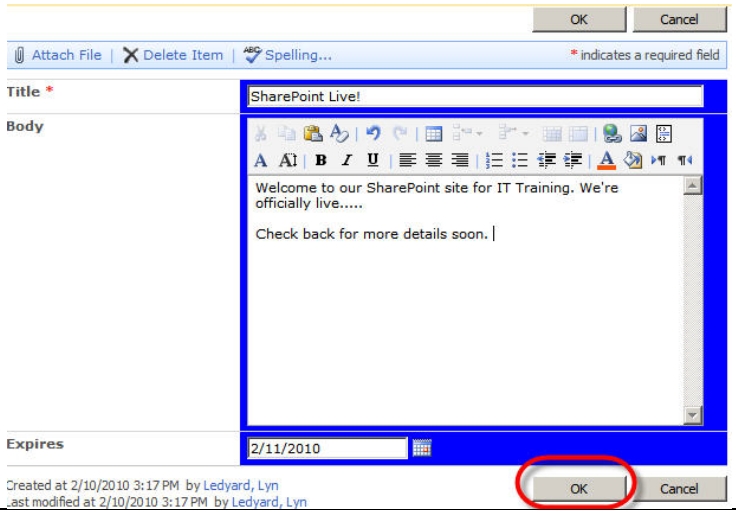
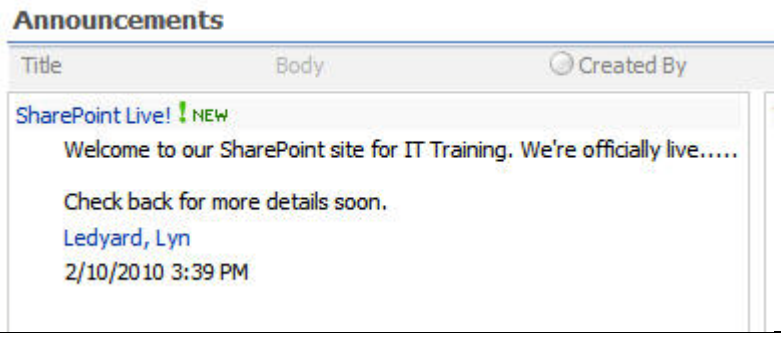
Use an announcements list to post news, status, and other short bits of information you want to share with team members.

By default, creating a SharePoint site creates an announcements list called Announcements, a view of which appears on the home page of your site. Announcements other than the five most recent disappear from the home page but are still available on the All Items view of the Announcements list.

Create/Edit Announcement

Processing Steps	Screen Shots
Step 1: **Create a New Announcement** From the SharePoint site, locate the Announcement area on the main page. Only the 5 most recent announcements appear on the page. To view additional announcements: • View All Site Content • Click "Announcements" under the Lists section	 

Processing Steps	Screen Shots
Step 2: To create a new announcement, select “Add new announcement”.	
Step 3: Next, enter the following: - Announcement Title - Body of the message If applicable, enter expiration for the announcement. The message will no longer appear on the main page after the expiration date; however, it will still be available in the Announcements List. Use the “Attach File” option to share a file. Then, click OK.	
Step 4: The announcement now appears on the SharePoint main page.	

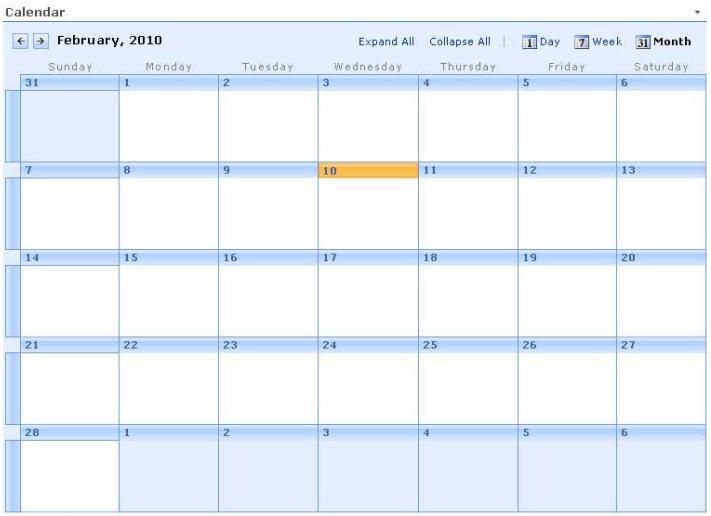
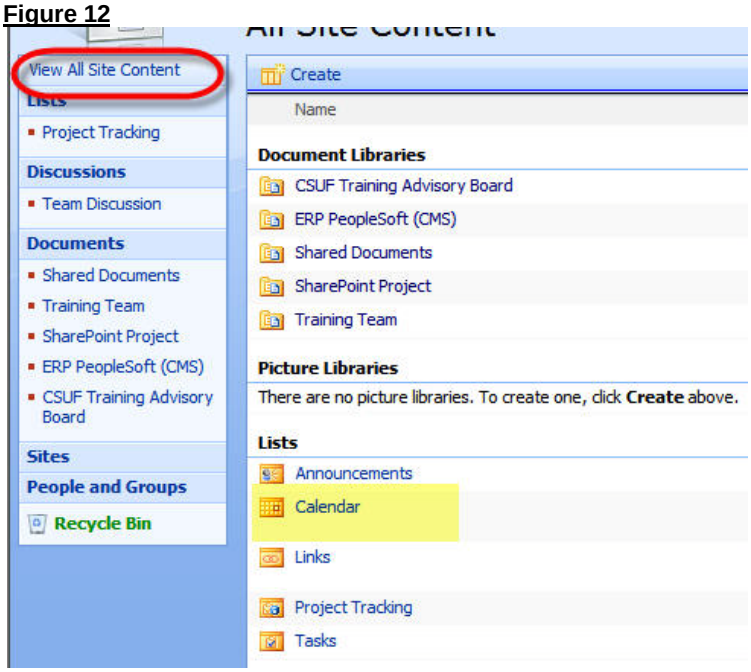
Processing Steps	Screen Shots
Step 5: **Edit an Announcement** From the SharePoint site, locate the Announcement to edit. Select the announcement by clicking on the hyperlink.	
Step 6: Select, Edit Item to edit the announcement. If necessary, you can delete an announcement by selecting "Delete Item".	
Step 7: Edit the announcement as necessary. Then, click OK to save the changes.	
Step 8: The updated announcement appears on the main SharePoint page.	

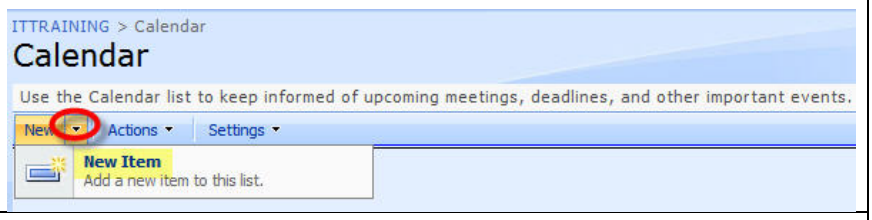
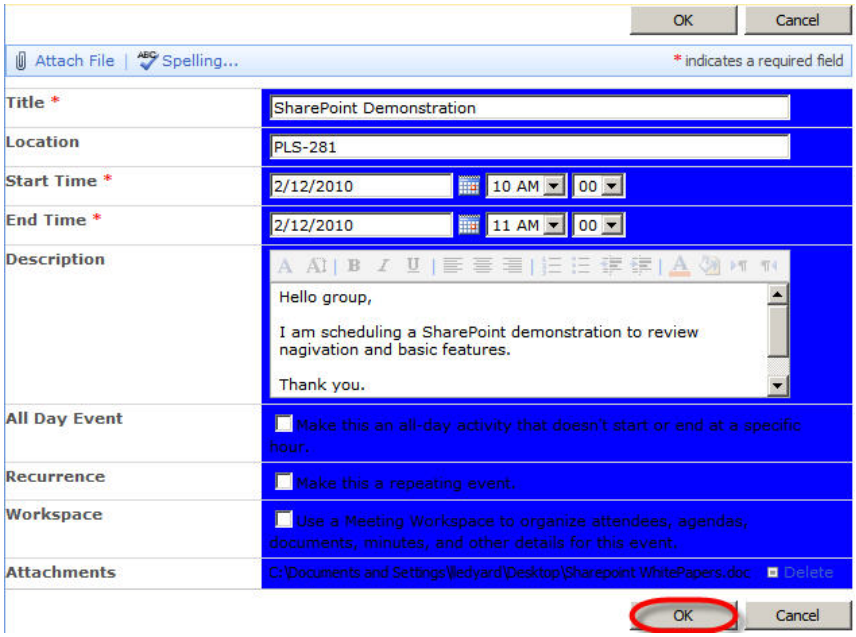
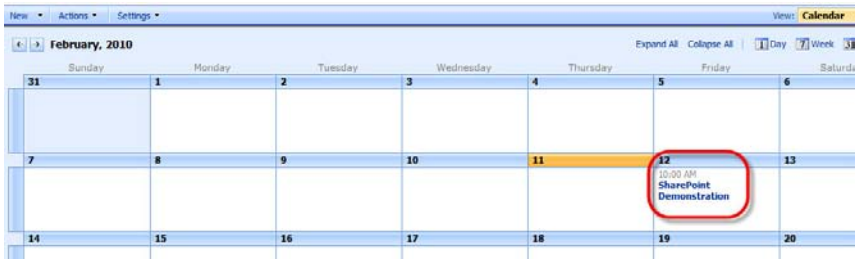
Calendar Items

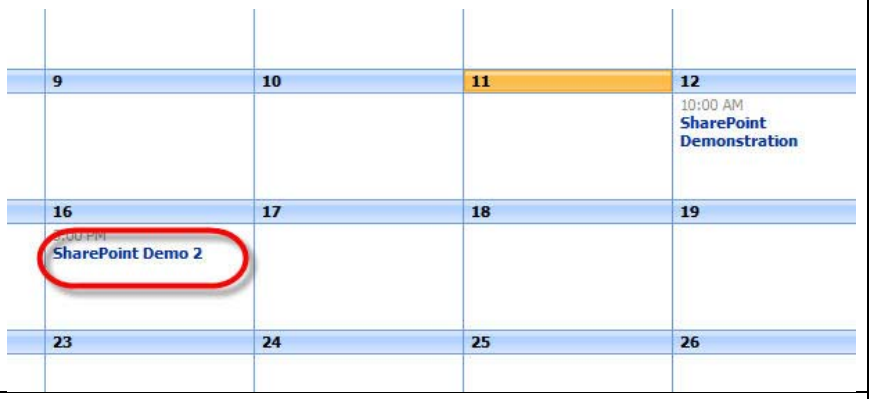
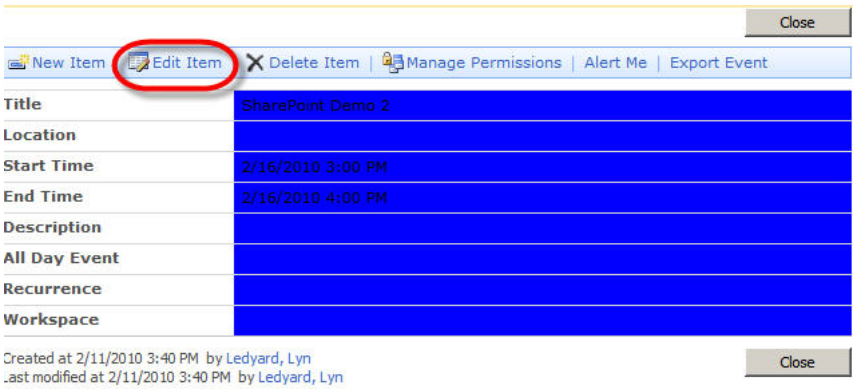
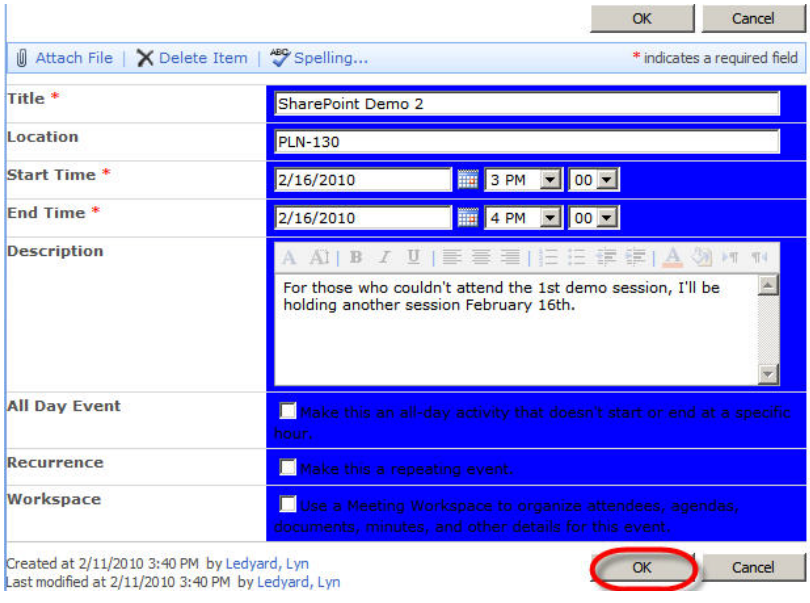
You can use a calendar to store team events, including meetings, social events, and all-day events. You can also track team milestones, such as deadlines or product release dates that are not specific to a time interval. The SharePoint calendar can be updated and viewed just as you do your Outlook calendar.

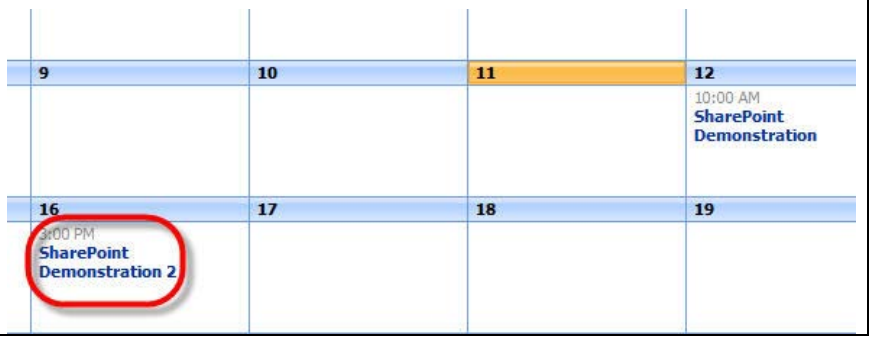
Microsoft Windows SharePoint comes with a default calendar that you can customize and update. Your SharePoint administrator can create additional calendars if you need them.

Create/Edit Calendar Item

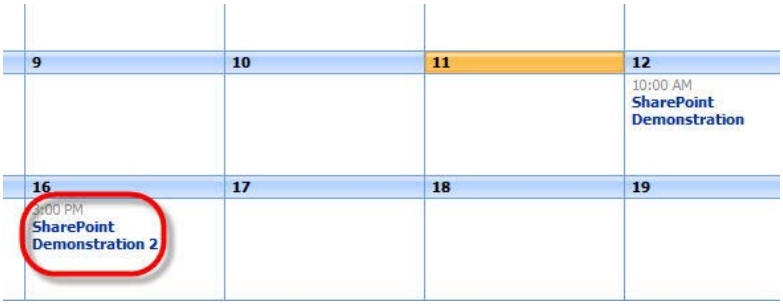
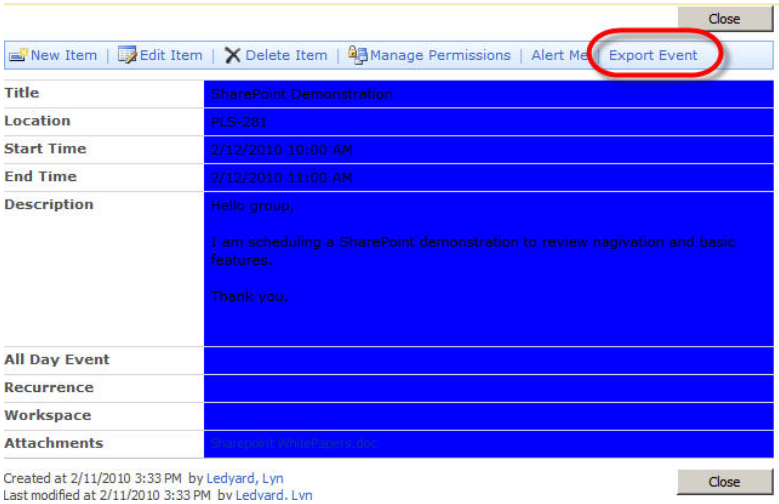
Processing Steps	Screen Shots
Step 1: The calendar is located on the main SharePoint page. (Fig. 11)	**Figure 11** 
To create a new calendar item, view all site content and select the Calendar list. (Fig. 12)	**Figure 12** 

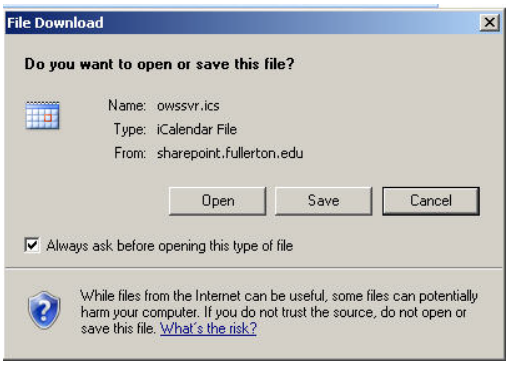
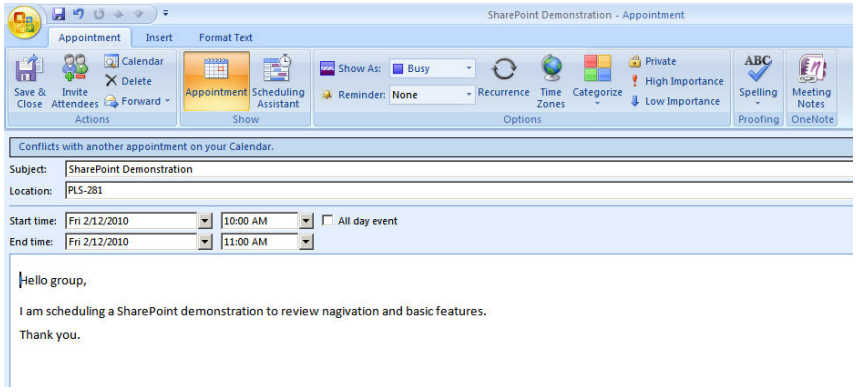
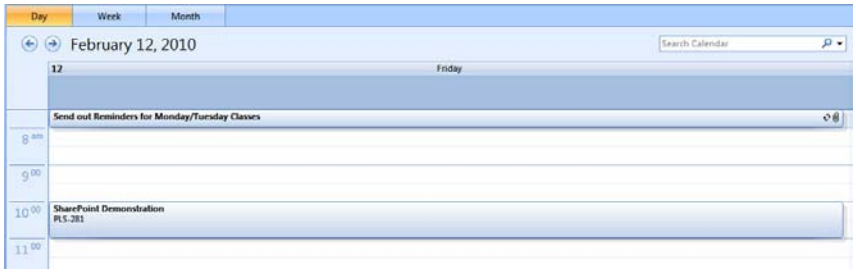
Processing Steps	Screen Shots
Step 2: From the New drop down menu, select “New Item”.	
Step 3: Create the calendar item details: - Title - Location - Start Date/Time - End Date/Time - Meeting Description Additional options; o All day event - create an activity that has not specific start or end time. o Recurrence – Set up the event to repeat over one or more days. o Workspace – Use meeting workspaces to organize the event. o Attachment – Attach a file, such as an agenda for event participants. Then, select OK to save the calendar item.	
Step 4: The new calendar item appears.	

Processing Steps	Screen Shots
Step 5: **Edit a Calendar Item** To edit a calendar item, select an event from the calendar by clicking on the even hyperlink.	
Step 6: Next, select "Edit Item" from the menu options. If necessary, you can delete the calendar event by selecting "Delete Item".	
Step 7: The calendar item opens for editing. Edit the event as necessary. Click OK to save the changes.	

Processing Steps	Screen Shots
Step 8: The event appears on the calendar with updated details.	

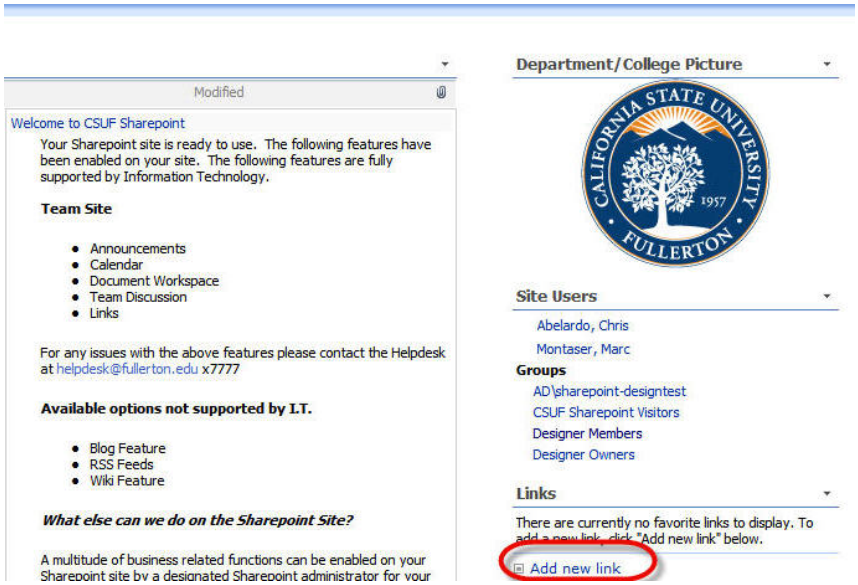
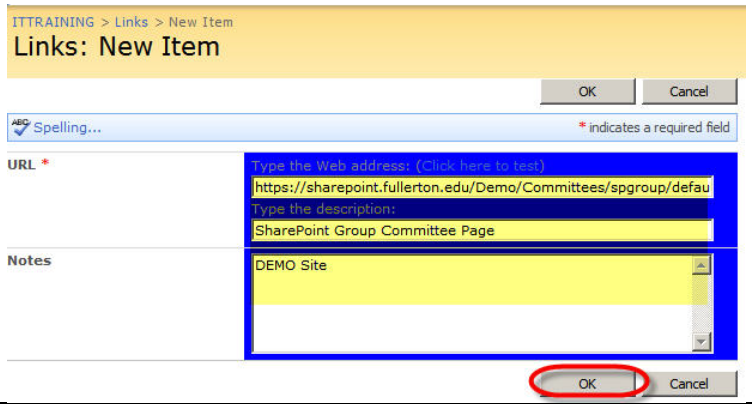
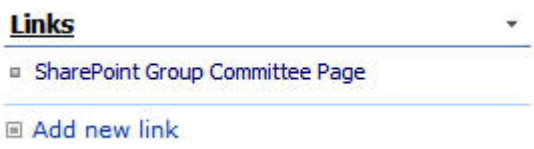
Export Calendar Item

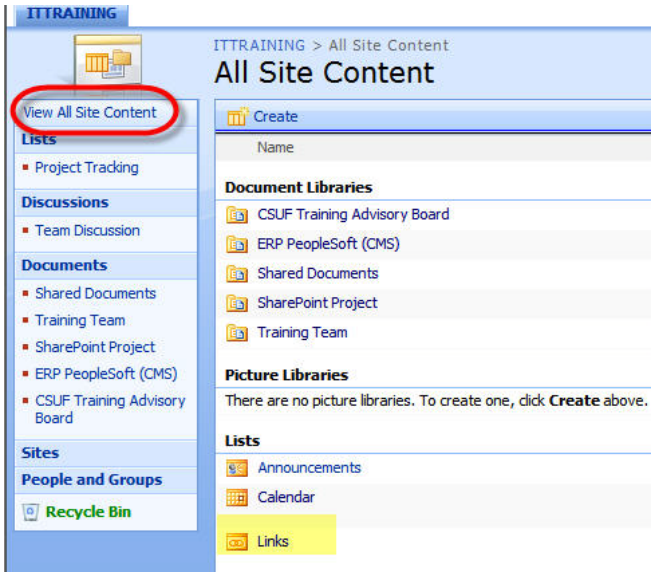
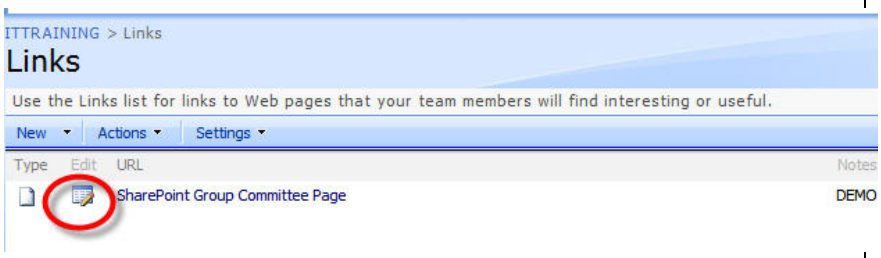
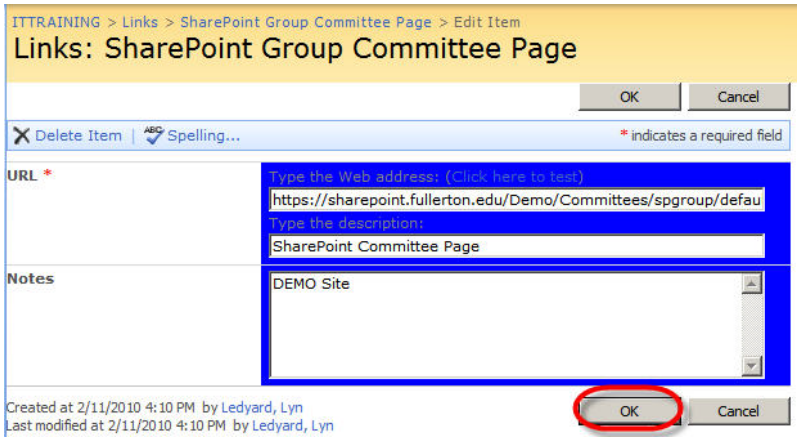
Processing Steps	Screen Shots
Step 1: Add SharePoint events to your MS Outlook calendar. First, select the calendar event you'd like to export.	
Step 2: From the menu options, select "Export Event".	

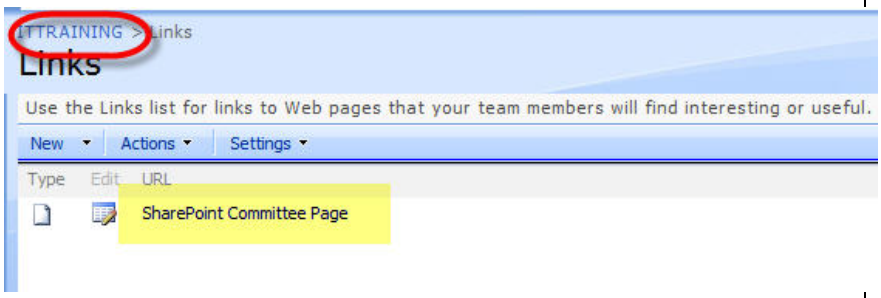
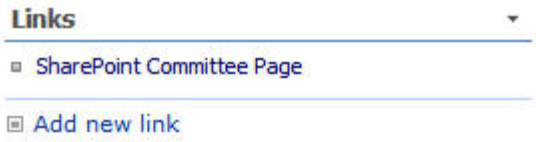
Processing Steps	Screen Shots
Step 3: Next, choose whether to open or save the event item.	
Step 4: The event opens in MS Outlook. To add the event to your calendar, select "Save and Close" or use "Invite Attendees" to invite others to the event.	
Step 5: The event appears on your personal MS Outlook calendar. Changes to the event in SharePoint will not auto update your MS Outlook.	

Links

The Links list allows you to share navigational links to other Web pages that your team members will find interesting or useful.

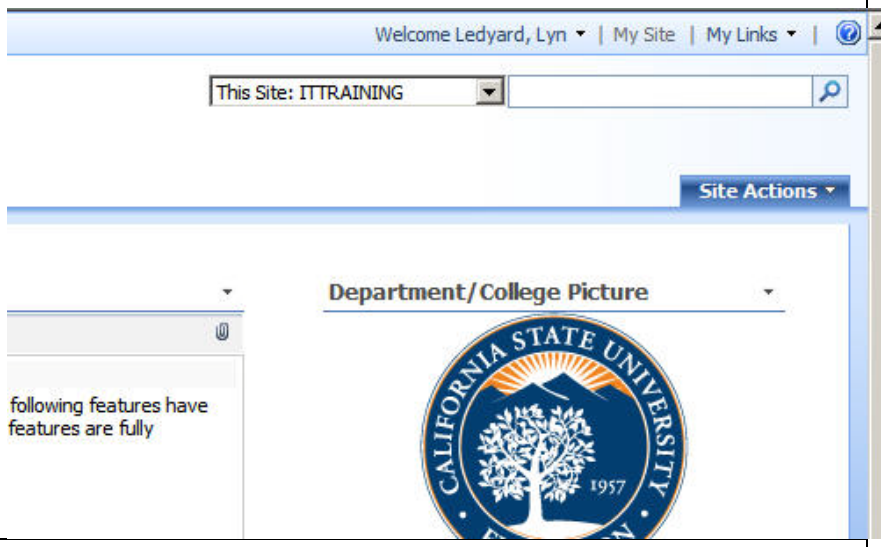
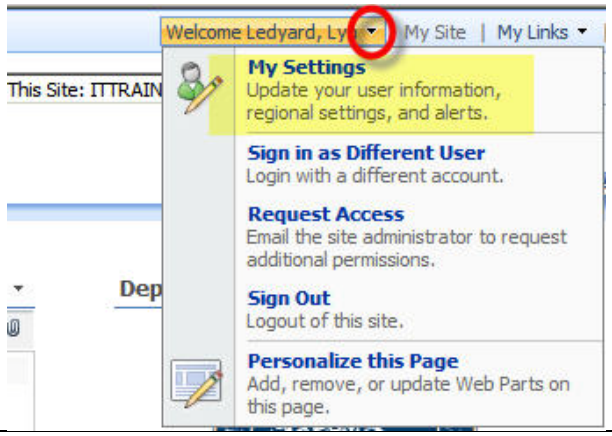
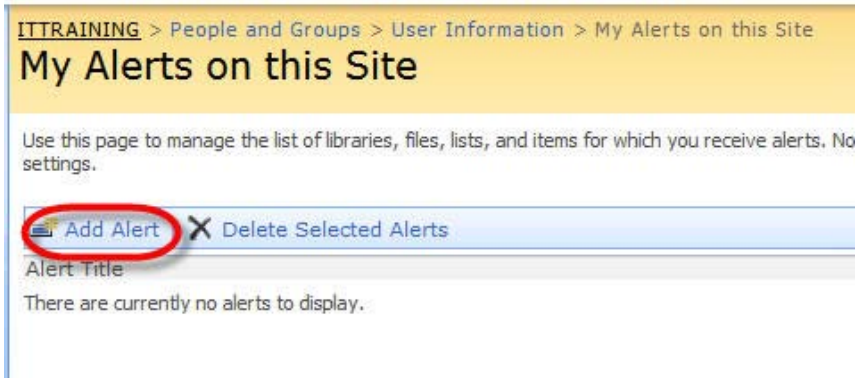
Processing Steps	Screen Shots
Step 1: **Create a Link** Share web pages, media files, or create shortcuts using the Links section. First, select "Add a new link" from the SharePoint main page.	
Step 2: Next, enter: o URL - enter the webpage o Description - Title the URL. This name will display on the main SharePoint page. o Notes – Enter any notes about the link.	
Step 3: The new link appears under the Links section on the SharePoint main page.	

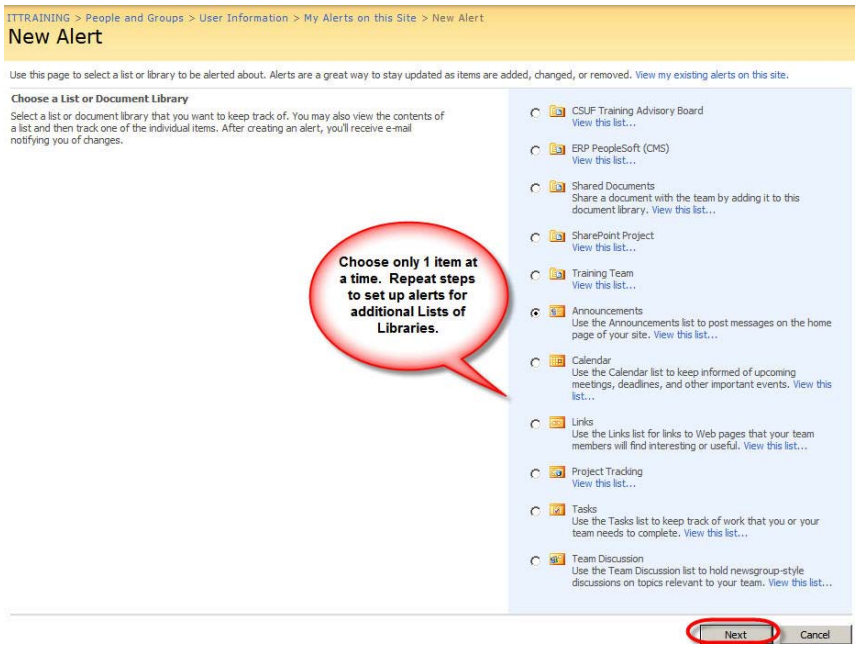
Processing Steps	Screen Shots
Step 4: **Edit a Link** To edit a link, view all site content and select “Links”.	
Step 5: Next, select a link from the Links page.	
Step 6: Edit the link information as necessary. You can delete the link by selecting “Delete Item”. The link will no longer appear on the SharePoint page.	

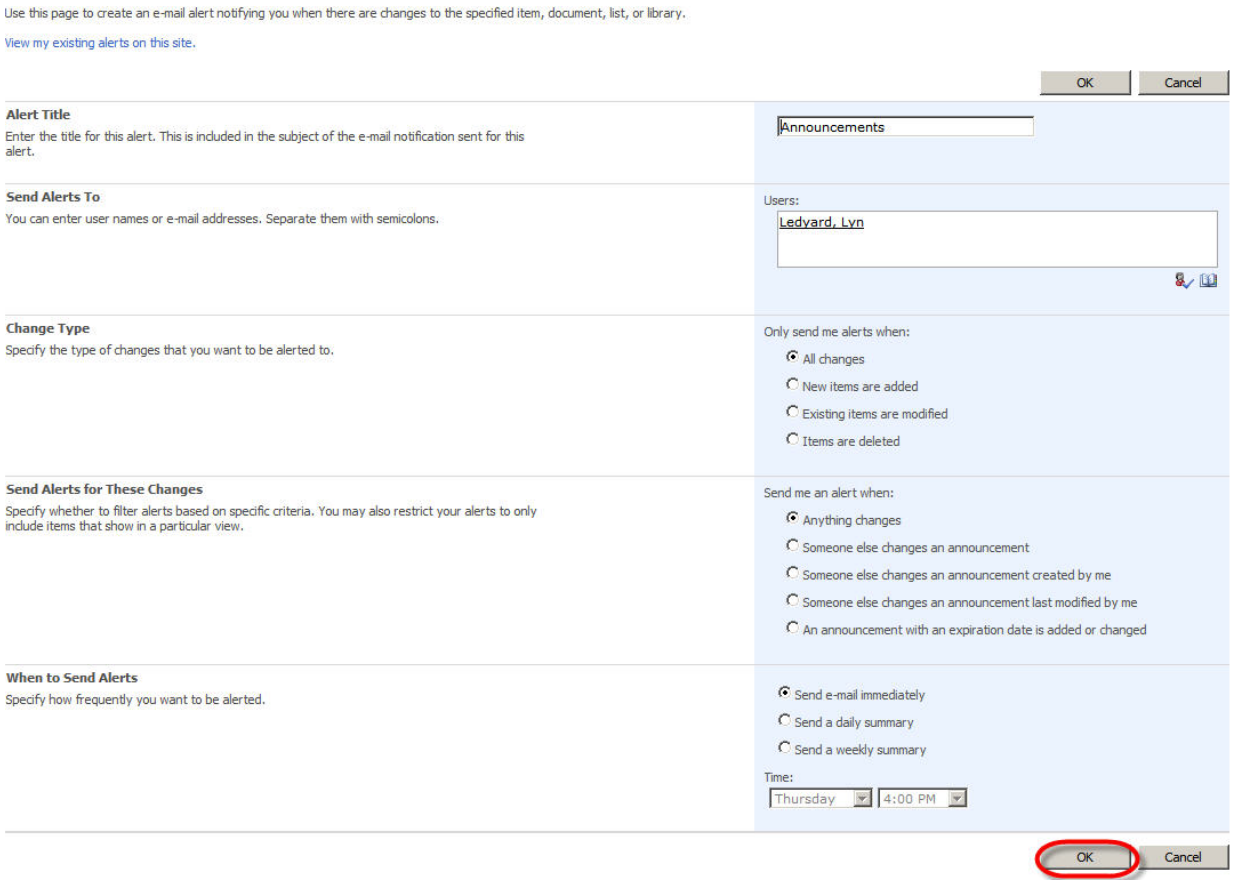
Processing Steps	Screen Shots
Step 7: The updated link appears under the Links list. Use the breadcrumb navigation to return to the main SharePoint page.	
Step 7: The updated link appears on the SharePoint homepage.	

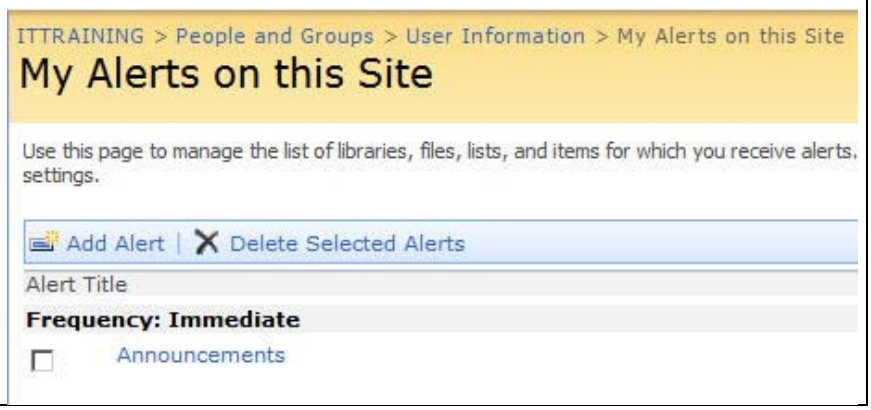
Email Alerts

Use the email alerts functionality to manage the list of libraries, files, lists, and items for which you which to receive notifications for. You specify what you want to be alerted about and how often.

Processing Steps	Screen Shots
Step 1: To set up the email alert, navigate to your account information.	
Step 2: Using the drop down menu, select My Settings.	
Step 3: Existing alerts will display on the page. To add a new alert, select the "Add Alert" option.	

Processing Steps	Screen Shots
Step 4: Next, select the list or document library you'd like to set an alert up for. Note: You may only select one library or list at a time. Repeat steps 3-5 to set up additional alerts. Then, select Next.	

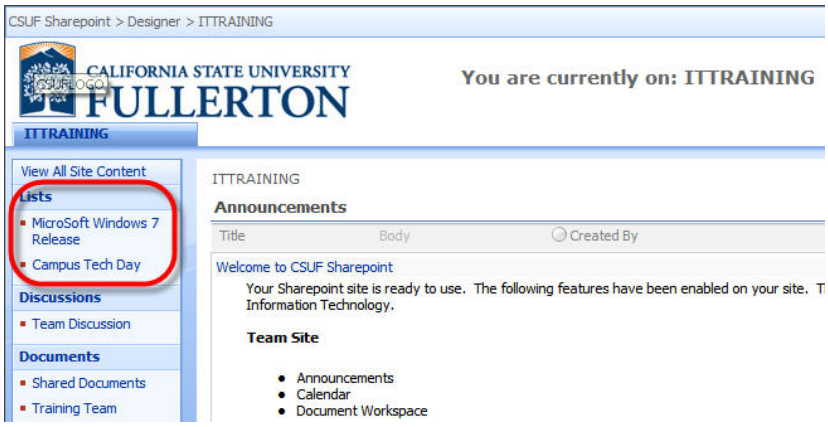
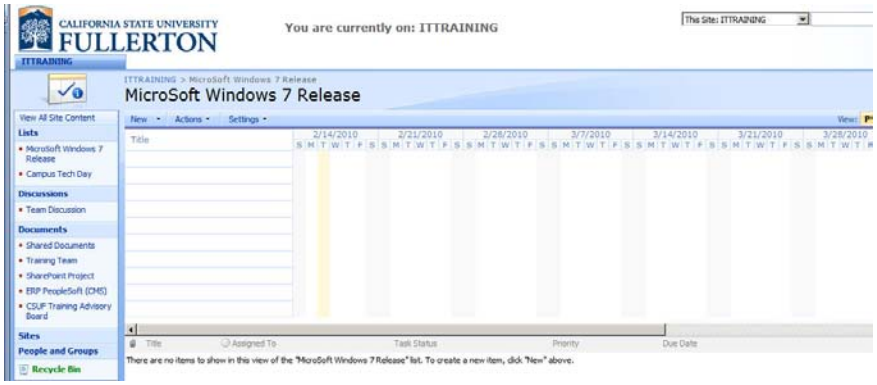
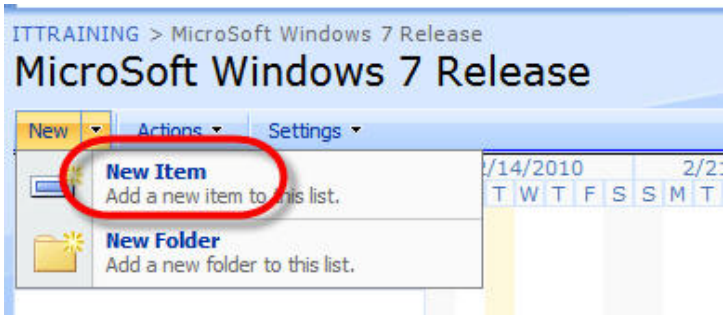
Screen Shot
Step 5: Next, set up the following items for your alert:: o Announcement Title o User(s) receiving the alert o Type of changes to be notified about o Alert frequency   

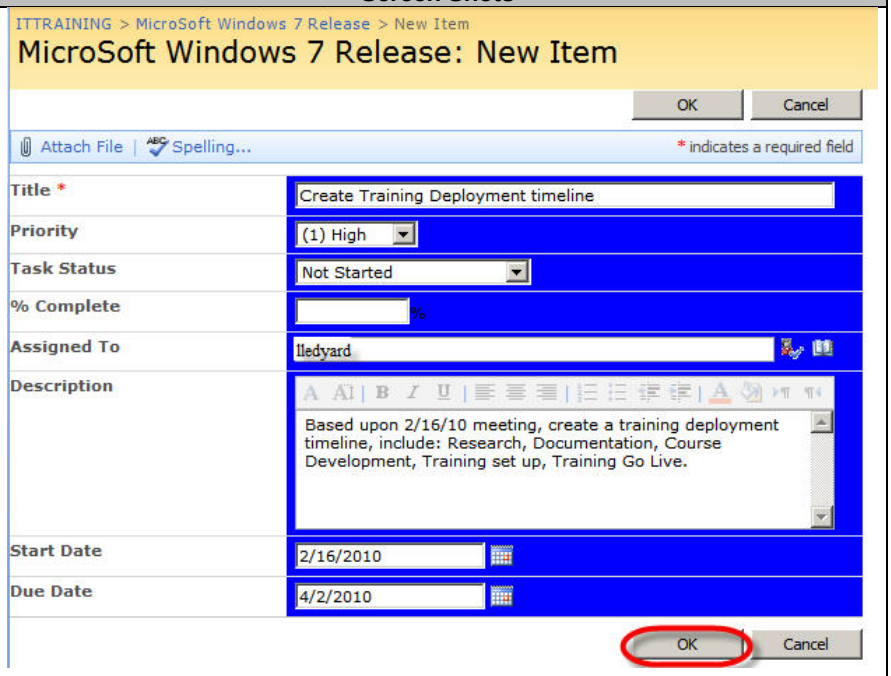
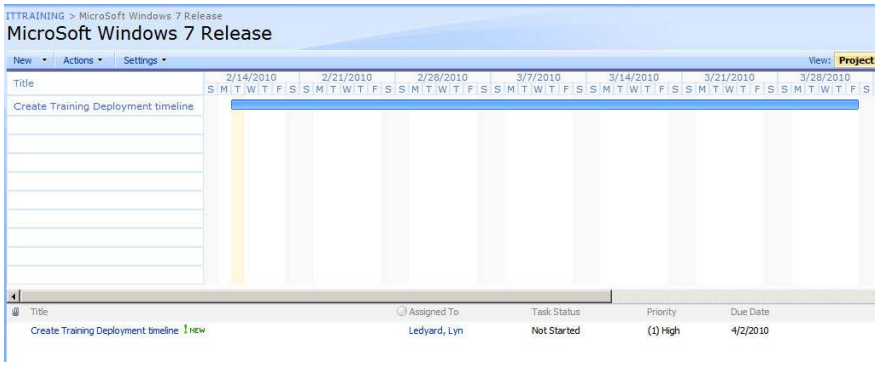
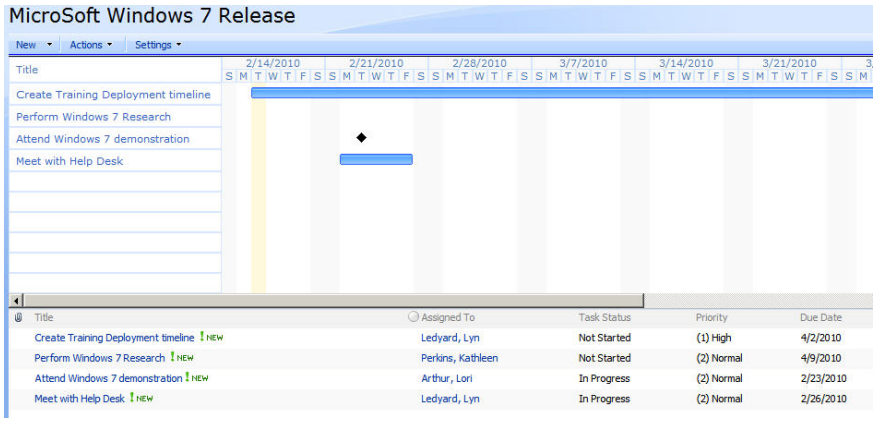
Processing Steps	Screen Shots
Step 6: The alert now appears on the Alerts page. You can delete an alert by selecting “Delete Selected Alerts”. You will no longer receive the email notifications for the deleted alert.	

Project Tracking

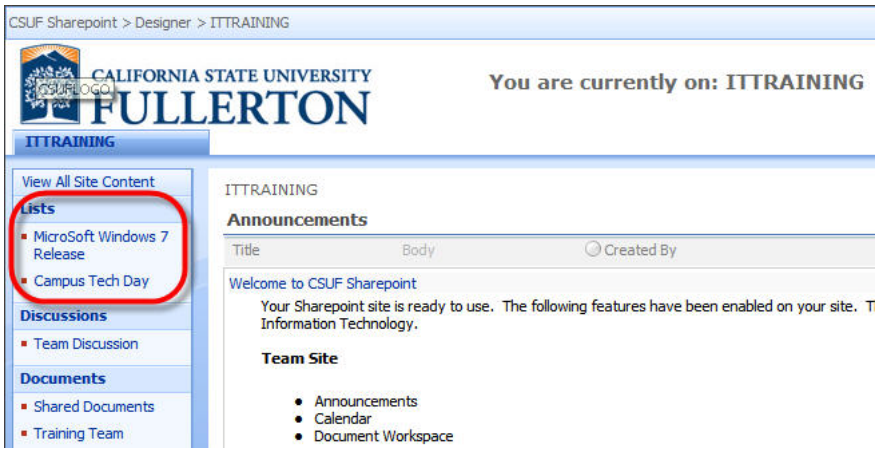
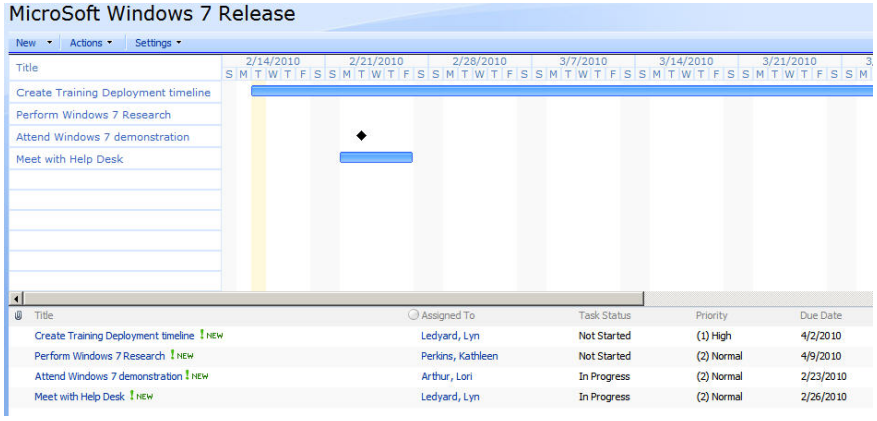
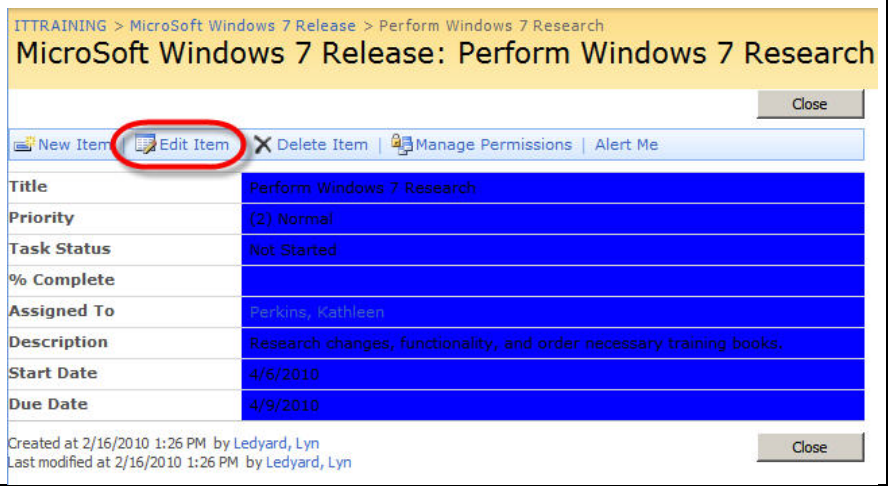
A project task list in Microsoft Windows SharePoint displays a collection of tasks that are part of a project. Used in this sense, a task is a discrete work item that a single person can be assigned to (although you may decide not to assign anybody to any tasks). A project is typically a series of activities that has a beginning, middle, and end, and which produces a product or service. After you create a project task list, you can add tasks, assign resources to tasks, update the progress on tasks, and view the task information on bars that are displayed along a timeline.

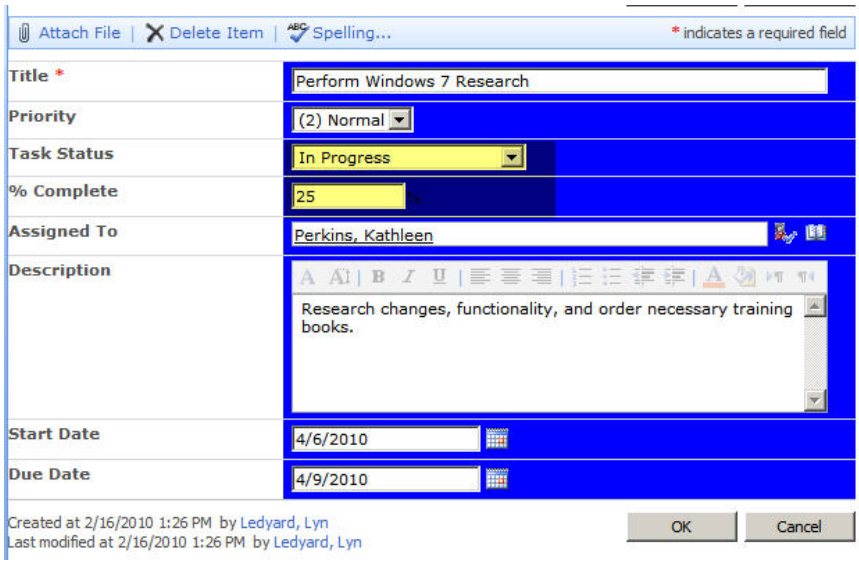
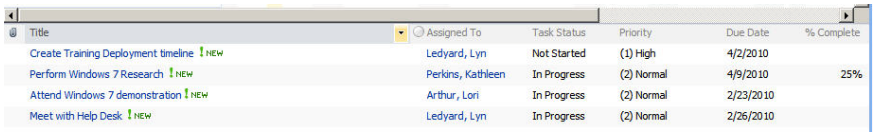
Create New Project Tasks

Processing Steps	Screen Shots
Step 1: Navigate to the project from the Quick Launch area.	
Step 2: The project Gantt chart and any applicable tasks will display.	
Step 3: To add a project task, select New Item from the drop down.	

Processing Steps	Screen Shots
Step 4: Enter the task details: - Title - Priority - Task Status - % Complete - Assigned to - Task Description - Start Date - Due Date If necessary, use “Attach File” to attach a document to the task.	
Step 5: The task now appears in the Gantt chart and list of project tasks.	
Step 5a: Add additional project tasks following steps 3-5. New tasks will populate the Gantt chart and task list area.	

Update Project Tasks

Processing Steps	Screen Shots
Step 1: Navigate to the project from the Quick Launch area.	
Step 2: To update a task item, select the task from the list.	
Step 3: Then, select “Edit Item”.	

Processing Steps	Screen Shots
Step 4: Edit the details as necessary. Update the % Complete field to identify your progress on a task. You can delete a task by selecting "Delete Item". The task will no longer appear in the project Gantt chart or task list.	
Step 5: The task is now updated along with the % complete.	

Shared Document Page's Notable Features

Select a View – This area in the top left corner selects all the available formats for listing documents in the library. By default, there are two such formats:

- **All Documents** – Displays one line of text for each document in the library.
- **Explorer View** – Lists the library contents in a format resembling Microsoft Windows Explorer. This is available only on Windows versions of Internet Explorer.
- **Actions** –Additional commands for working within library documents.
- **Alert Me** – The Alert feature sends e-mail notifications to interested team members whenever another member changes some aspect in the Shared Document library.
- **Export to Spreadsheet** – Downloads an Excel query file that points to the library content list. After opening this file in Excel, authorized team members can download, modify or export the content list.
- **Modify Settings and Columns** – Displays a Customization page that modifies the name, description, columns, views and other settings.

Main Document Area – Display a listing of documents in the current open library. To sort on any field, click the field's column heading (that is, click **Type, Name, Modified, Modified By,** or **Checked Out To**). It also provides a toolbar with these links:

- **New Document** – Downloads a document template to your computer, which the corresponding application then opens with the current library as the default save location. If the library has no defined template, the default is an empty Microsoft Word document.
- **Upload Document** – Displays an Upload Document page that allows you to upload one or more documents from your computer or network drive and adds it to the library.
- **New Folder** – Displays a New Folder page for creating an additional folder within the current open library.
- **Filter** – Refreshes the current Web page, adding selection controls above the selectable column heading. These controls filter the list of documents based on the criteria specified.
- **Edit In Datasheet** – Displays the list of documents as an editable table that resembles a spreadsheet. If Access or Excel 2003 is installed on the user's computer, this view also provides a task bar for exchanging data with those programs.